

Employee Conduct Warning Letter

Date: [Insert Date]

To: [Employee's Name]

Employee ID: [Employee's ID]

Department: [Department Name]

Dear [Employee's Name],

We are writing to formally address concerns regarding your conduct at work. It has come to our attention that on [specific date(s)], your behavior [describe behavior, e.g., was unprofessional, violated company policy, etc.]. This behavior does not align with the standards we expect from our employees.

We recognize your past contributions to our team; however, we must emphasize the importance of maintaining a professional work environment. We encourage you to reflect on your actions and their impact on the workplace.

As part of our procedures, we will be monitoring your conduct over the coming weeks. Failure to improve may lead to further disciplinary action, which could include termination of employment.

If you have any concerns or wish to discuss this matter further, please do not hesitate to reach out to your supervisor or the Human Resources department.

We hope to see positive changes moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]