

Formal Disciplinary Warning

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent conduct in the workplace. On [insert date(s)], it has been observed that you [describe the specific behavior or incident that led to this warning, including dates, if applicable]. This behavior is contrary to our company policies and standards of conduct.

As per our previous discussions on [insert previous discussion date], we expect all employees to adhere to the standards of behavior set forth in the employee handbook. Failure to improve your conduct may result in further disciplinary actions, including potential termination of employment.

We recommend that you take the necessary steps to address these issues and improve your performance going forward. You are encouraged to contact [insert name of HR representative or supervisor] if you require assistance or clarification on how to make the necessary improvements.

Please acknowledge receipt of this warning by signing below and returning this document by [insert return date].

We sincerely hope to see an improvement in your conduct.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____