

# Formal Warning Letter

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. On [insert date of incident], it was brought to our attention that you [describe the misconduct]. This behavior is not in line with our company policies and values.

We have previously discussed this matter with you on [insert date of previous discussion], and despite our conversation, there has been no noticeable improvement.

It is important that you understand the potential consequences of failing to rectify your behavior. Continued misconduct may result in further disciplinary action, including termination of employment.

We encourage you to take this warning seriously and make the necessary changes to your behavior moving forward. Please acknowledge receipt of this letter by signing below.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]

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Employee's Signature

Date: \_\_\_\_\_