

Warning Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Warning Notice for Unacceptable Behavior

Dear [Employee's Name],

This letter serves as a formal warning regarding your behavior that has been deemed unacceptable. On [insert date of incident], it has been reported that you [describe the behavior or incident]. This type of conduct is against our company policies and does not align with our standards of professionalism.

We expect all employees to maintain a respectful and cooperative work environment. Continued instances of such behavior may result in further disciplinary action, up to and including termination of employment.

Please take this warning seriously and understand that it is our intention to help you improve and succeed in your role. You are encouraged to discuss any concerns or seek assistance from your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]