

Warning Letter: Expiring Employment Terms

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as a formal warning regarding the impending expiration of your employment terms, which are set to conclude on [Insert Expiration Date]. It is important to address this matter promptly to avoid any disruptions to your employment status.

We encourage you to review your current contract and discuss your future with management as soon as possible. Please arrange a meeting with your supervisor no later than [Insert Meeting Deadline].

Failure to address this situation may result in termination of your employment. We value your contributions to the team and hope to find a way to continue your role with us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]