

# Official Warning Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This letter serves as an official warning regarding your recent failure to comply with company rules and regulations. On [insert specific date], you were observed [describe the specific incident or behavior that prompted the warning]. This behavior is inconsistent with the standards set forth in our Employee Handbook.

As an employee of [Company Name], it is imperative that you adhere to all company policies. Failure to do so may result in further disciplinary action, up to and including termination of employment.

Please consider this as a serious warning. We expect immediate improvement in your conduct in the workplace. You are encouraged to reach out to your supervisor or the HR department if you require clarification regarding any company policies.

We appreciate your attention to this matter and look forward to seeing a positive change in your behavior.

Sincerely,

[Your Name]

[Your Position]

[Company Name]