

# Warning Letter for Workplace Policy Violation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as a formal warning regarding a violation of company policies that occurred on [Insert Date of Violation]. After a thorough investigation and review of the situation, it has been determined that you [describe the specific violation].

This behavior is in violation of [insert specific policy or rule], which states that [briefly explain the rule]. Such actions not only undermine our workplace standards but also affect team dynamics and overall productivity.

As a result, we require you to take immediate corrective action. Failure to improve your behavior may lead to further disciplinary action, up to and including termination of employment.

We encourage you to review the employee handbook for a clear understanding of company policies. Please arrange a meeting with your supervisor by [insert deadline] to discuss this matter further.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]