

Warning for Code of Conduct Infraction

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Job Title]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal warning regarding a violation of our Code of Conduct that occurred on [insert date of the incident]. It has been brought to our attention that [brief description of the infraction].

Our Code of Conduct is designed to ensure a professional and respectful workplace and your actions do not align with these principles. We take such matters seriously and expect all employees to adhere to the guidelines set forth.

Please be advised that further infractions may lead to more severe disciplinary action, up to and including termination of employment.

We encourage you to take this opportunity to reflect on your actions and to seek guidance if needed. Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Employee Signature

Date: _____