Termination Warning for Policy Violation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally address a serious matter regarding your recent conduct in the workplace.

On [Insert Date of Incident], it was brought to our attention that you violated the company policy regarding [Insert Specific Policy]. This incident is documented and was discussed in our prior meetings on [Insert Date(s)]. Despite our previous warnings, there has been no improvement in your adherence to company policies.

As a result of this violation, we must issue you a formal warning. Please be aware that further violations could lead to disciplinary action, up to and including termination of employment.

We encourage you to take this warning seriously and make the necessary changes to ensure compliance with company policies moving forward.

If you have any questions or would like to discuss this matter further, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]