

Official Warning Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as an official warning regarding your conduct in the workplace. It has come to our attention that you have engaged in [describe the specific misconduct] on [specific date(s)]. This behavior is considered unacceptable and goes against our company's policies regarding [mention relevant company policy].

We expect all employees to adhere to the standards of conduct and professionalism set forth in our employee handbook. Continued violations will result in further disciplinary action, up to and including termination of employment.

You are encouraged to take this matter seriously and to adjust your behavior accordingly. We would like to discuss this matter with you further and provide support where necessary.

Please feel free to schedule a meeting with your supervisor or HR at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]