

Behavioral Misconduct Warning Letter

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Subject: Warning for Behavioral Misconduct

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent behavior that has been deemed unacceptable in the workplace. On [insert date], it was reported that you [describe the specific behavior or incident].

Your actions are a violation of our company's code of conduct and standards of behavior. Such conduct not only affects your own performance but also has a negative impact on your colleagues and the overall work environment.

Please consider this letter as a serious reminder to rectify your behavior. Continued misconduct may result in further disciplinary action, up to and including termination of employment.

We encourage you to reflect on your actions and take the necessary steps to improve. If you wish to discuss this matter further, please do not hesitate to reach out to your supervisor or HR.

Sincerely,

[Your Name]

[Your Position]

[Company Name]