

Employee Warning Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Formal Warning Notice

Dear [Employee Name],

This letter serves as a formal warning regarding your recent behavior/performance which is not in line with the expectations of your role at [Company Name].

On [Insert Date(s)], it has been reported that you [briefly describe the issue]. Despite previous discussions about this matter, there has not been sufficient improvement.

We expect you to take immediate corrective action. Failure to do so may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing below.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], acknowledge receipt of this warning notice.

_____ [Employee Signature] _____ [Date]