

# Written Warning for Misconduct

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal written warning regarding your recent misconduct that occurred on [insert date of incident]. Specifically, it has come to our attention that [describe the misconduct clearly and concisely].

Such behavior is unacceptable as it violates [insert relevant company policy or code of conduct]. We expect all employees to adhere to the standards set forth, and failure to do so will result in further disciplinary action.

You are required to meet with your supervisor on [insert date] to discuss this matter further. It is essential that you take this warning seriously and understand the importance of adhering to company policies.

We appreciate your immediate attention to this matter and trust that there will be an improvement in your conduct moving forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]