

EMPLOYEE WARNING LETTER

_____[Sender Name]
_____[Sender Title]
_____[Company Name]
_____[Company Address]
_____, _____, _____ [City, State, Zip]

_____, 20_____

_____[Employee Name]
_____[Employee Title]
_____[Employee Address]
_____, _____, _____ [City, State, Zip]

RE: Employee Warning Letter

Dear _____ [Employee Name],

This letter serves as a formal written warning regarding your performance and conduct at _____ [Company Name]. It has come to our attention that you have been _____ [Specify the misconduct or performance issue].

This behavior is unacceptable and is in violation of [Specify relevant company policy or standard, if applicable]. (Check one):

First occurrence of the incident. While this is the first occurrence of this behavior, please understand that it is critical that you adhere to the company's policies and standards to maintain a productive and respectful work environment.

Multiple occurrences of the incident. We have documented several instances of this behavior, which occurred on _____ [List dates or occurrences]. Despite prior discussions and opportunities for improvement, these issues persist. We must emphasize the importance of immediate and sustained improvement in your conduct to meet the company's standards and expectations.

We value your contributions to the company and believe that you have the potential to rectify these issues. We expect you to _____ [Specify actions the employee needs to take or behavior changes that need to occur].

If your performance or conduct does not improve to meet the standards and expectations set by _____ [Company Name], we may have to take further disciplinary action, up to and including termination.



We trust that you understand the seriousness of this situation and will take immediate steps to correct your performance/conduct. Should you need support or assistance, we encourage you to reach out to your supervisor or the Human Resources department.

Please sign and return a copy of this letter to acknowledge your receipt and understanding of this warning.

Thank you for your prompt attention to this matter.

Sincerely,

_____ [Company Rep Name]
_____ [Company Rep Title]

Acknowledgement of Receipt

I, [Employee's Full Name], acknowledge receipt of this warning letter. I understand its contents and agree to improve my performance/conduct as per the outlined expectations.

Employee's Signature:

Date:

