

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Warning Letter for Misconduct

This letter serves as a formal warning regarding your recent conduct in the workplace. It has come to our attention that on [specific date], you [describe the specific misconduct, e.g., "were absent without notice," "failed to adhere to company policy," etc.].

This behavior is unacceptable and violates [cite relevant company policy or code of conduct]. We expect all employees to uphold a professional standard and adhere to the policies set forth by our organization.

Please consider this letter a warning and understand that further infractions may lead to more severe disciplinary actions, up to and including termination of employment. We encourage you to reflect on your actions and make the necessary changes moving forward.

We are committed to supporting you in improving your conduct and would like to schedule a meeting on [suggest date and time] to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]