

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Formal Warning for Breach of Code of Conduct

We are writing to formally address a matter of concern regarding your recent behavior, which has been identified as a breach of our company's Code of Conduct. Specifically, on [date of incident], it was reported that you [describe the specific behavior or incident that constitutes the breach].

As you are aware, our Code of Conduct is designed to ensure a respectful and professional work environment for all employees. Your actions have not only violated this policy but also negatively impacted your colleagues and the overall work atmosphere.

This letter serves as a formal warning. You are expected to adhere to the guidelines set forth in our Code of Conduct moving forward. Failure to comply with these standards may result in further disciplinary action, up to and including termination of employment.

We encourage you to take this opportunity to reflect on your actions and improve your conduct within the workplace. We are here to support you in making the necessary changes.

Please acknowledge receipt of this warning by signing and returning the attached copy of this letter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Attachment: Copy of Code of Conduct]