

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Notice of Warning for Behavioral Issues

Dear [Employee's Name],

This letter serves as a formal notice regarding your behavior in the workplace. We have observed several instances of inappropriate conduct, including [specific examples of behavioral issues].

We consider this behavior unacceptable as it does not align with our company values and workplace standards. It is imperative that all employees maintain a professional demeanor and contribute to a positive work environment.

As discussed in our previous meetings on [dates of prior discussions], we had addressed your conduct, yet there has been insufficient improvement. Moving forward, we expect immediate changes in behavior and a commitment to adhere to our company's code of conduct.

Failure to improve may result in further disciplinary action, up to and including termination. We are here to support you and encourage you to utilize our resources, such as [mention any employee assistance programs or counseling services], to help you overcome these challenges.

Please acknowledge receipt of this warning by signing and returning this letter by [specific date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Employee's Signature: _____

Date: _____