

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Professional Warning Regarding Policy Violation

We are writing to formally address a concerning matter regarding your recent conduct at [Company Name]. This letter serves as a warning in relation to the violation of our company policies, specifically [briefly describe the specific policy violated].

On [date of incident], it was observed that you [describe the specific behavior or action that constituted the violation]. This behavior is in direct violation of our established policy, which states that [cite the specific policy or guideline].

As a valued member of our team, it is essential that you adhere to our workplace standards and policies to maintain a professional environment. Failure to comply with company policies not only affects your performance but also impacts the entire team's dynamics and morale.

We expect you to take immediate corrective action to address this behavior. Please be aware that any further violations may result in more severe disciplinary actions, including but not limited to [outline potential consequences].

We encourage you to contact your supervisor or the HR department if you have any questions or require clarification regarding our policies.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

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[Employee's Signature]

[Date]