

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Warning Letter for Failure to Follow Procedures

Dear [Employee's Name],

This letter serves as a formal warning regarding your repeated failure to adhere to established procedures within [specific department or area of work]. On [specific dates], it was noted that you [specific details of the failure to follow procedures, including any relevant incidents or examples].

Following our previous discussions on [dates of any prior discussions or warnings], it is imperative that you understand the importance of complying with all company procedures as they are crucial to [explain the impact on the team, company, or safety, if relevant].

You are required to take immediate corrective action to address this issue. Failure to improve your adherence to procedures may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below and returning it to [name or department].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

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I, [Employee's Name], acknowledge receipt of this warning letter.

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[Employee's Signature]

[Date]