

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning for Violation of Company Policy

I am writing to formally address a violation of company policies that occurred on [specific date]. It has come to our attention that you [briefly describe the violation, e.g., "failed to adhere to the attendance policy by being absent without notification"].

This behavior is not consistent with our expectations and standards at [Company Name]. According to our Employee Handbook, [reference relevant policy or section], it is essential for all employees to [state the requirement].

As a result of this violation, we are issuing you a formal warning. This warning will be placed in your personnel file. Please understand that continued violations may result in further disciplinary action, up to and including termination of employment.

We encourage you to take this matter seriously and to rectify your behavior moving forward. If you have any questions about this warning or the policies in question, please do not hesitate to reach out to [HR representative or supervisor's name].

We hope to see improvement in your conduct and commitment to our company standards.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]