

[Your Company/Organization Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Warning Letter for Forgery Incident

Dear [Employee's Name],

This letter serves as a formal warning regarding the incident of forgery that occurred on [specific date]. It has come to our attention that you [describe the forgery incident briefly, e.g., falsified documents, signed another person's name, etc.].

This behavior is unacceptable and is a violation of our company policies, specifically [reference specific policy or code of conduct]. Such conduct compromises the integrity of our organization and cannot be tolerated.

As a result of this incident, we are issuing this warning letter. Please be aware that any further misconduct may result in more severe disciplinary actions, including the possibility of termination of employment.

We encourage you to take this matter seriously and reflect on your actions. A meeting has been scheduled for [date and time] to discuss this issue further. Your attendance is mandatory.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]

Cc: [HR Department/Other Relevant Parties]