

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Notice

This letter serves as a formal warning regarding your conduct/
performance at [Company Name].

[Clearly state the issue or behavior that has led to the warning. Be
specific about dates, incidents, and the impact on the team or company.]

As discussed in our meeting on [date of the meeting], we expect you to
[mention the expected behavior or performance improvements].

Please be advised that failure to improve may lead to further
disciplinary action, up to and including termination of your employment.

We are committed to supporting you in your improvement efforts and
encourage you to reach out to [HR/Manager] if you require assistance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]