

[Your Name]  
[Your Title]  
KFC [Location]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Employee's Employee ID]  
[Employee's Address]  
[City, State, ZIP Code]

Dear [Employee's Name],  
Subject: Warning Letter

We are writing to formally address a matter concerning your performance and conduct at KFC [Location]. It has come to our attention that on [specific date], you [describe the incident or behavior that prompted the warning, e.g., arrived late for your shift, failed to follow health and safety protocols, etc.].

This behavior is inconsistent with our company standards and expectations. We value the contributions of all our employees and expect adherence to our policies and procedures to ensure a safe and productive work environment.

As a result of this incident, we are issuing you this warning. This serves as an opportunity for you to reflect on your performance and take corrective action. We encourage you to [suggest steps the employee can take to improve, if applicable, e.g., attend training sessions, improve time management skills, etc.].

Please be aware that further violations may result in more serious disciplinary actions, including potential termination of employment. We hope that you will take this warning seriously and make the necessary improvements.

If you wish to discuss this matter further, please feel free to schedule a meeting with me at your earliest convenience.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]