

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Warning Letter

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent performance/conduct.

Details of the Issue:

- [Describe the specific behavior or performance issue]

Expectation:

- [Outline the expected behavior or performance standards]

Consequences:

- [Explain potential consequences if the issue is not corrected]

We expect immediate improvement in this area. Please consider this letter a serious warning.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]