

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Warning Letter

Dear [Employee's Name],

We are writing to formally address your recent conduct while on duty as a security guard on [specific date or dates]. This letter serves as an official warning regarding your actions, which do not meet the standards expected of your position.

[Describe specific incidents or behaviors that led to the warning, including dates and any previous discussions about the behavior.]

As a security guard, it is essential to maintain a professional demeanor and adhere to all policies and procedures outlined in your job description and employee handbook. Your actions have not only affected your performance but may also compromise the safety and security of the facility and individuals we are responsible for protecting.

We expect you to take this warning seriously and make immediate improvements in your performance. Failure to do so may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing and returning the enclosed copy.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Enclosure: Copy of Warning Letter for Signature