

**\*\*[Your Company Letterhead]\*\***

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

Dear [Employee's Name],

**\*\*Subject: Warning Letter for Work Misconduct\*\***

We are writing to formally address a matter of concern regarding your conduct at work. This letter serves as a warning in accordance with our company policies.

**\*\*Nature of Misconduct:\*\***

[Brief description of the misconduct, including specific dates and incidents]

**\*\*Company Policy Violation:\*\***

[Reference specific policies or codes of conduct that were violated]

**\*\*Previous Discussions:\*\***

[Detail any previous discussions, warnings, or disciplinary actions related to this issue]

**\*\*Expected Behavior:\*\***

[Outline the expected standards of behavior moving forward]

**\*\*Consequences of Continued Misconduct:\*\***

[Explain potential consequences if the behavior does not improve]

We encourage you to take this matter seriously and make the necessary changes to your conduct. Please acknowledge receipt of this warning by signing below.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

**\*\*Acknowledgment of Receipt:\*\***

I, [Employee's Name], acknowledge receipt of this warning letter on

[Date].

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[Employee's Signature]

[Date]