

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Warning Letter for Misconduct

This letter serves as a formal warning regarding your recent behavior that does not align with the standards expected of your role at [Company Name].

On [date of incident], it was reported that you [describe the misconduct in detail]. This behavior is in violation of [cite specific company policy or code of conduct].

We take these matters seriously, and it is essential for the integrity of our work environment that all employees adhere to company policies.

You are expected to improve your conduct immediately. Failure to do so may result in further disciplinary actions, up to and including termination of employment.

Please acknowledge receipt of this warning by signing and returning this letter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

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Acknowledgment of Receipt:

I, [Employee Name], acknowledge receiving this warning letter on [Date].

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[Employee Signature]

[Date]