

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Warning Letter for Violation of Company Policies

This letter serves as a formal warning regarding your recent conduct which is in violation of our company policies.

On [specific date], it was observed that you [describe the specific violation(s) briefly]. This behavior is not in line with our company standards and expectations, particularly [mention specific policy or code of conduct reference].

We expect our employees to adhere to these policies to maintain a professional work environment. Failure to comply with company guidelines can result in further disciplinary action, up to and including termination.

You are required to meet with [Supervisor/HR Representative] on [date] to discuss this matter and any support or guidance you may need moving forward.

Please treat this matter seriously and take corrective action to ensure compliance with company policies.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[cc: HR Department]

[Enclosure: Copy of Company Policy]