

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Conduct Issues

This letter serves as a formal warning regarding your conduct at work. It has come to our attention that on [specific date(s)], your behavior [briefly describe the behavior, e.g., was unprofessional, violated company policy, etc.].

Such conduct is unacceptable and does not align with our company values and expectations. We expect you to [state desired behavior or action going forward].

Please be advised that any further incidents may result in more severe disciplinary action, up to and including termination of employment.

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]