

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

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

****Subject: Employee Warning Letter****

Dear [Employee's Name],

I. ****Introduction****

- A. Brief statement of the purpose of the letter
- B. Reference to company policies or codes of conduct

II. ****Description of Infraction****

- A. Specific details of the infraction(s)
 - 1. Date and time of the incident
 - 2. Description of actions taken
 - 3. Witnesses (if applicable)

III. ****Impact of Infraction****

- A. Explanation of how the infraction affects the team/company
- B. Reference to any prior infractions or performance issues

IV. ****Acknowledgment of Prior Discussions****

- A. Outline of any previous warnings or discussions regarding behavior
- B. Dates of prior meetings

V. ****Expectations for Improvement****

- A. Clear expectations for future behavior
- B. Action plan or steps to ensure compliance

VI. ****Consequences of Continued Infractions****

- A. Explanation of potential disciplinary actions if behavior doesn't improve

VII. ****Acknowledgment of Receipt****

- A. Request for the employee to sign and return a copy of the letter
- B. Statement of the employee's right to respond

****Sincerely,****

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

****Employee Signature:**** _____

****Date:**** _____