

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Violations

This letter serves as a formal warning regarding certain violations that have been observed in your conduct at [Company Name]. It is important to address these issues promptly to ensure compliance with our company policies and standards.

1. ****Nature of Violation****

- [Describe the specific violation(s), including dates and examples if applicable.]

2. ****Company Policy Referenced****

- [Cite the specific company policy or code of conduct that has been violated.]

3. ****Previous Discussions/Warnings****

- [Mention any prior discussions or warnings regarding this issue, if applicable.]

4. ****Expected Behavior****

- [Outline what is expected from the employee moving forward to rectify the situation.]

5. ****Consequences of Continued Violations****

- [Inform the employee of the potential consequences if the behavior continues, such as further disciplinary action.]

We value your contributions to the team and hope to see an immediate improvement in your conduct. Please consider this letter a formal reprimand. We will monitor your progress and you are encouraged to seek guidance if needed.

Please sign and return the attached copy of this letter by [due date to acknowledge receipt].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Attachment: Acknowledgment of Receipt]