

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Warning Notification

This letter serves as a formal warning regarding your recent conduct/performance in the workplace. Specifically, [describe the issue: e.g., tardiness, misconduct, performance issues, etc.].

Despite previous discussions on [dates of prior discussions], this behavior has continued, leading us to issue this formal warning.

We appreciate your contributions to the team, and we believe that with improvements in this area, you can meet the company's expectations. We advise you to [provide specific actions or improvements needed].

Please consider this letter a serious notification. Continued issues may result in further disciplinary action, up to and including termination.

We look forward to your cooperation in resolving this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]