

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Legal Warning for Policy Breach

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent breach of company policies. As outlined in our Employee Handbook, specifically [Specify Policy or Section], you have violated the following:

- [Description of the policy breach]
- [Date and details of the incident]
- [Any previous warnings or discussions regarding this issue]

We take policy violations seriously, as they can affect the entire team and the company's operations. Therefore, we require that you acknowledge this warning and take necessary steps to rectify your behavior.

Failure to comply with company policies in the future may result in further disciplinary action, up to and including termination of employment.

Please sign and return the enclosed copy of this letter by [Due Date] to confirm your understanding of this warning.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Enclosure: Copy of Warning Letter for Signature