

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Professional Warning Letter

This letter serves as a formal warning regarding your conduct within the workplace. We have observed several instances of misconduct, which are contrary to the company's policies and code of conduct.

Specifically, the following issues have been documented:

1. [Describe incident #1, including dates and details]
2. [Describe incident #2, including dates and details]
3. [Describe incident #3, including dates and details]

As a valued employee, we believe it is crucial for you to understand the seriousness of this situation. These actions not only affect your performance but also have an impact on your colleagues and the overall work environment.

You are required to address these issues immediately, and we expect to see a significant improvement in your behavior moving forward. Failure to do so may result in further disciplinary action, up to and including termination of employment.

We encourage you to take this opportunity to reflect on your actions and reach out to your manager or HR if you require support or clarification regarding our policies.

Please sign and return the enclosed copy of this letter as acknowledgment of receipt.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Enclosure: Copy of warning letter for signature