

[Your Company Logo]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Job Title]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

RE: Standardized Warning Letter

We are writing to formally address a violation of company policy that occurred on [specific date]. It has come to our attention that [describe the specific incident or behavior that violated the company policy]. This behavior is a violation of the following policy: [cite specific company policy or handbook section]. We want to emphasize the importance of adhering to all company policies to maintain a productive and safe work environment.

As a result of this incident, we are issuing you this formal warning. Please understand that further violations may result in more severe disciplinary actions, up to and including termination of employment. We encourage you to take this warning seriously and improve your compliance with company policies. We would like to schedule a meeting with you on [date] to discuss this matter further and provide any support you may need.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Contact Information]