

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Written Warning for Employee Conduct

Dear [Employee's Name],

This letter serves as a formal warning concerning your conduct and performance in the workplace. Despite previous discussions and informal warnings regarding the following issues, we have noted a continued pattern of unacceptable behavior that must be addressed.

1. ****Issue Description****: [Clearly outline the specific behavior, performance issue, or violation of company policy. Include dates and any previous discussions or warnings related to this issue.]

2. ****Impact****: [Explain how this behavior has affected the team, department, or company. Use specific examples where possible.]

3. ****Expectations****: [Clearly state the expectations moving forward, including any specific actions the employee needs to take to rectify the situation and improve performance.]

4. ****Consequences****: [Describe the potential consequences if there is no improvement. This may include further disciplinary action, up to and including termination of employment.]

We believe in your ability to improve and hope that you take this warning seriously. We are committed to supporting you in making these necessary changes and will be monitoring your progress closely.

Please schedule a meeting with your supervisor by [specific date] to discuss this letter and your action plan moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]

cc: [Relevant HR Personnel or Management]

[Employee Personnel File]