

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Warning Letter for Repeated Offenses

We are writing to formally address your continued misconduct, specifically regarding [describe specific offenses, e.g., lateness, inappropriate behavior, failure to meet deadlines]. This letter serves as a warning for these actions, which have been documented on [list previous dates of incidents or warnings].

Despite our previous discussions and the warning issued on [date of previous warning], there has been no noticeable improvement in your behavior. It is important to emphasize that these actions are not in alignment with [Company Name]'s policies and values.

As a result, we are placing you on a [duration of warning, e.g., 30-day] probation period. During this time, we expect to see significant improvement in your performance and adherence to company policies.

Failure to comply can lead to further disciplinary action, up to and including termination of employment.

We encourage you to seek assistance if needed, and we are here to support you in making the necessary changes.

Please acknowledge receipt of this warning letter by signing below and returning it to [HR/Your Manager].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

I, [Employee Name], acknowledge receipt of this warning letter and have read its contents.

Employee Signature Date: _____