

\*\*[Company Letterhead]\*\*  
\*\*WORKPLACE WARNING NOTICE\*\*  
\*\*Date:\*\* [Insert Date]  
\*\*Employee Name:\*\* [Insert Employee Name]  
\*\*Employee ID:\*\* [Insert Employee ID]  
\*\*Department:\*\* [Insert Department]  
\*\*Subject:\*\* Workplace Warning Notice  
\*\*Dear [Employee Name],\*\*  
This notice serves as a formal warning regarding your [specific issue, e.g., performance, conduct, attendance] as discussed on [date of discussion].  
\*\*Details of the Issue:\*\*  
- \*\*Date of Incident:\*\* [Insert Date]  
- \*\*Nature of the Issue:\*\* [Describe the specific issue in detail]  
- \*\*Previous Discussions/Warnings:\*\* [List any previous warnings or discussions related to the issue]  
\*\*Expectations Moving Forward:\*\*  
- [Clear expectations or changes required from the employee]  
- [Specific timeline for improvement]  
\*\*Consequences of Further Issues:\*\*  
Failure to address this issue may result in further disciplinary action, up to and including termination.  
Please acknowledge receipt of this notice by signing and returning a copy.  
\*\*Employee Signature:\*\* \_\_\_\_\_ \*\*Date:\*\* \_\_\_\_\_  
\*\*Manager Signature:\*\* \_\_\_\_\_ \*\*Date:\*\* \_\_\_\_\_  
\*\*Cc:\*\* [HR Department/Other Relevant Parties]  
\*\*File:\*\* [Employee's Personnel File]  
\*\*[Company Name]\*\*  
\*\*[Contact Information]\*\*