

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Written Warning for Workplace Violations

This letter serves as a formal written warning regarding your recent conduct that violates our company policies.

Incident Details:

- **Date of Violation:** [Insert Date]

- **Description of Violation:** [Briefly describe the incident, including what occurred and how it violates company policy.]

As discussed in our previous conversation on [insert date of discussion], this behavior is unacceptable and does not align with our company's standards of conduct.

Expectations Moving Forward:

We expect you to take this matter seriously and correct your behavior immediately. If there are any challenges you face that may be contributing to this situation, we encourage you to speak with your supervisor or Human Resources.

Consequences of Further Violations:

Please understand that failure to comply with company policies moving forward may result in further disciplinary action, up to and including termination.

Please sign below to acknowledge your receipt of this warning.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee's Signature: _____

Date: _____

Cc: [HR Department (if applicable)]

[Employee's Supervisor (if applicable)]