

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter

This letter serves as a formal warning regarding [specific behavior, action, or performance issue]. Despite previous discussions on this matter, there has been insufficient improvement.

Consequences of continued behavior may include:

1. **Further Disciplinary Action**: Continued non-compliance may lead to additional disciplinary measures, up to and including termination of employment.
2. **Performance Improvement Plan**: You may be placed on a performance improvement plan, requiring regular check-ins and progress assessments.
3. **Reduction in Responsibilities**: Some of your current responsibilities may be reassigned or diminished as a consequence of this behavior.
4. **Impact on Future Evaluations**: Your performance reviews may be adversely affected, impacting potential raises or promotions.

We hope to support you in improving your performance. Please consider this matter seriously.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]