

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Warning Letter

This letter serves as a formal warning regarding your recent conduct in the workplace. On [date of incident], it was brought to our attention that you [describe the specific mistake or behavior]. This action is in violation of our company policies, specifically [reference relevant policy or guideline].

Despite previous discussions regarding your performance, this incident indicates a continued pattern of [explain issue, e.g., negligence, lack of attention to detail, etc.].

As a result of this incident, we are issuing you a disciplinary warning. We expect you to take immediate corrective action to address this behavior. Failure to improve may lead to further disciplinary action, up to and including termination of employment.

We encourage you to reach out to your supervisor or HR representative should you require assistance or clarification regarding your responsibilities. We are committed to supporting you in improving your performance.

Please sign and return a copy of this letter, acknowledging your receipt and understanding of this warning.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Signature Line]

[Date]