

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Employee Misconduct

I hope this message finds you well. This letter serves as a formal warning regarding your recent conduct, which does not align with the company's policies and expectations.

On [specific date], it was brought to our attention that you [describe the misconduct incident briefly, e.g., "were consistently late to work without prior notice"]. This behavior is contrary to our company values and affects the overall productivity of the team.

We understand that there may be extenuating circumstances; however, it is essential for you to adhere to our policies. We expect you to improve your behavior immediately.

Failure to rectify this issue may result in further disciplinary action, which could include suspension or termination of employment.

Please consider this letter a serious reminder to uphold the standards expected of you as an employee of [Company Name]. We will schedule a meeting on [date] to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]