

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Employee Conduct

This letter serves as a formal warning regarding your recent conduct, specifically concerning [describe specific incident or behavior].

On [date of incident], it was observed that you [describe the mistake or behavior in detail]. This action is not in line with [company policies, expectations, etc.].

We expect you to improve your performance and conduct in the following ways:

1. [List specific expectations or improvements needed]

2. [List any support or resources available to help improve]

Please take this matter seriously. Continued occurrences of this nature could lead to further disciplinary action, up to and including termination of employment.

We value your contributions to the team and hope to see a positive change.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]