

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Formal Warning for Misconduct

We are writing to formally address a matter concerning your conduct at work that has raised serious concerns. On [specific date(s)], it was reported that you [describe the specific misconduct]. This behavior is inconsistent with [Company Name]'s policies and expectations for professional conduct.

As an employee, you are expected to [describe relevant company policies or standards]. Unfortunately, your actions have not met these expectations, leading to [explain the impact of the misconduct, e.g., disruption in the workplace, violation of trust, etc.].

As a result of this misconduct, we are issuing this formal warning. It is imperative that you understand the seriousness of this situation and take immediate steps to rectify your behavior. Continued misconduct may result in further disciplinary action, up to and including termination of employment.

We encourage you to reflect on this matter and take any necessary steps to improve your conduct moving forward. We will schedule a follow-up meeting on [date] to discuss your progress and any support you may need. If you have any questions or need clarification about this warning or our policies, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]