

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

Subject: Warning Letter

This letter serves as a formal warning regarding your performance/conduct at [Company Name].

1. **\*\*Issue Details\*\***:

Describe the specific behavior or issue that has prompted this warning. Include dates, occurrences, and any relevant facts.

2. **\*\*Company Policy Violation\*\***:

Reference the specific company policy or standards that have been violated, including any prior discussions or warnings related to this issue.

3. **\*\*Impact\*\***:

Explain the impact of the employee's actions on the team, the organization, or clients, emphasizing why this is a serious concern.

4. **\*\*Expected Improvement\*\***:

Clearly outline the expected standards of conduct or performance moving forward, including any strategies or support available to assist the employee.

5. **\*\*Consequences of Continued Violation\*\***:

State the potential consequences if the behavior does not improve, including further disciplinary action which may lead to termination. We expect to see immediate improvement in your behavior/performance. Please sign and return a copy of this letter acknowledging your receipt and understanding of its contents.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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I, [Employee's Name], acknowledge receipt of this warning letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_