

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]
Subject: Incident Report Warning Letter
Dear [Employee's Name],
This letter serves as a formal warning regarding the incident that occurred on [date of the incident], involving [brief description of the incident]. The details of this incident have been documented and are attached for your reference.
As mentioned in our employee handbook, [describe relevant policy or rule violation]. Your actions not only violated this policy but also [mention any consequences of the violation, e.g., affected team morale, safety risks, etc.].
We expect all employees to adhere to company policies and maintain a professional environment. As a result of this incident, you are expected to [mention any corrective action required or any changes needed in behavior].
Please be aware that any further violations may result in more severe disciplinary action, including potential termination.
We appreciate your immediate attention to this matter and expect your cooperation in ensuring that such incidents do not occur in the future. If you have any questions or would like to discuss this issue further, please feel free to reach out to [Supervisor's Name or HR Contact] by [contact information].
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]
Attachments: Incident Report Documentation