

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Official Warning Letter

Dear [Employee's Name],

This letter serves as an official warning regarding your recent conduct/performance issues at [Company Name].

****Details of Incident:****

- Date of incident: [Date]

- Description: [Brief description of the incident or performance issue]

****Company Policy Reference:****

As per [specific company policy or employee handbook reference], this conduct is unacceptable and does not align with our standards and values.

****Expected Changes:****

We expect you to [describe the changes or improvements required].

Failure to demonstrate immediate improvement may result in further disciplinary action, up to and including termination of employment.

We encourage you to take this warning seriously and to reach out if you require assistance in improving your performance or behavior.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]