

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter

I am writing to formally address a matter of concern regarding your performance and conduct at [Company Name]. It has come to our attention that on [specific date(s)], you [describe specific incidents or behaviors that led to the warning, e.g., failed to meet deadlines, displayed unprofessional behavior, etc.].

As an employee of [Company Name], we expect you to adhere to our code of conduct and perform your duties to the best of your abilities.

Unfortunately, your recent actions have not met these standards.

This letter serves as a formal warning. We urge you to take this matter seriously and make the necessary improvements. Failure to do so may result in further disciplinary action, which could include suspension or termination of employment.

We recommend that you meet with [Supervisor/HR Representative] to discuss this matter further and to outline a plan for improvement.

Please acknowledge receipt of this warning by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

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

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

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