

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Workplace Violation

We are writing to formally address a serious issue regarding your conduct at work. On [specific date(s)], it was observed that you [describe the violation, e.g., "repeatedly failed to adhere to company policies regarding attendance"].

This behavior is in violation of our [mention specific policy or code of conduct], which clearly states [quote relevant policy section]. Despite previous discussions on this matter, the expected improvement has not been observed.

As a result, we are issuing this formal warning. Please take this matter seriously and understand that continued violations may result in further disciplinary action, up to and including termination of employment.

We encourage you to reflect on this situation and look for ways to improve your performance. We value your contributions to the team and hope to see a positive change going forward.

Please sign and return a copy of this letter to acknowledge your receipt and understanding of its contents.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Acknowledgment of Receipt:

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

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[Employee's Signature]

[Date]