

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

Subject: Warning Letter for Employee Error

Dear [Employee's Name],

This letter serves as a formal warning regarding the error that occurred on [specific date] regarding [describe the error briefly]. This incident has been reviewed, and it has been determined that it falls below the standards of [Company Name].

[Provide specific details about the error, including any previous instances if applicable.]

It is crucial that all employees adhere to the established policies and procedures to ensure the smooth operation of our team and the overall success of the company. We expect you to take this warning seriously and take necessary steps to prevent a recurrence of this issue.

Please acknowledge receipt of this letter and indicate your commitment to improving performance. We will schedule a meeting on [date] to discuss this matter further and any potential support you need moving forward. Failure to improve performance or any further infractions may lead to more severe disciplinary actions, up to and including termination of employment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]