

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter

This letter serves as a formal warning regarding your conduct/performance at [Company Name]. Despite previous discussions on the matter, there have been continued issues concerning [specific behavior or performance issue].

Details of the issue are as follows:

- [Detail 1]

- [Detail 2]

- [Detail 3]

As per our company policy, we expect all employees to maintain certain standards. Improvement in this area is necessary and must be demonstrated by [specific timeframe].

Please be advised that further violations may result in disciplinary action, up to and including termination of employment.

We encourage you to take this matter seriously and seek support if needed.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]