

****Warning Letter Template****

[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].

Details of the Issue:

- Date of Incident: [Insert Date]
- Description of Issue: [Clearly describe the issue]
- Previous Discussions: [Mention any prior discussions or warnings, if applicable]

As per our company policy, this behavior is unacceptable and must be corrected immediately.

Expectations:

- [List specific expectations moving forward]
- [Include any support or resources available to help the employee improve]

Consequences of Non-Compliance:

[Specify consequences if behavior/performance does not improve]

We hope that you take this warning seriously and take the necessary steps to improve.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]