

[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 recent conduct/performance. On [specific date(s)], it has come to our attention that [describe the specific issue or behavior that prompted the warning]. As per our previous discussions, it is important to improve your performance in the following areas:

- [List specific areas of concern]
- [List specific areas of concern]
- [List specific areas of concern]

We expect you to take corrective action immediately. Failure to show improvement may lead to further disciplinary action, up to and including termination of employment.

Please acknowledge this warning by signing below and returning a copy to [HR/Manager Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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Employee's Signature: \_\_\_\_\_

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