

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Warning Letter

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent performance and behavior in the workplace. Despite previous discussions and attempts to address these issues, we have noticed the following concerns:

1. [Specific Issue 1]

2. [Specific Issue 2]

3. [Specific Issue 3]

These actions are not in alignment with our company policies and expectations. It is crucial for you to understand the serious nature of this warning, as failure to improve may result in further disciplinary action.

You are required to meet with [Supervisor/Manager's Name] on [Date] to discuss your performance and create a plan for improvement.

We hope you take this opportunity to rectify these issues.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]