

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Warning Letter

Dear [Employee's Name],

I am writing to formally address some concerns regarding your performance/conduct in your role as [Employee's Job Title] at [Company Name].

It has come to our attention that [specific issue or behavior], which is not in accordance with [Company Policy/Standards]. This behavior was observed on [specific date(s)] and has been discussed with you previously on [dates of prior discussions].

Please consider this letter as a formal warning. Continued instances of this nature may result in further disciplinary action, up to and including termination of employment.

We expect immediate improvement in your performance/conduct moving forward. Should you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]