

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Formal Warning for Workplace Misconduct

This letter serves as a formal warning regarding your unacceptable behavior on [specific date(s)] while at work. It has been brought to our attention that [briefly describe the nature of the misconduct].

This behavior violates company policy [reference specific policy or code of conduct], which states that [insert relevant policy details]. Such actions not only disrupt the workflow but also impact team morale and the overall environment at [Company Name].

As a result of this misconduct, we have decided to issue you this formal warning. We strongly advise you to review our company policies and take immediate corrective action to avoid any further violations.

Failure to improve your conduct may result in further disciplinary action, up to and including termination of employment. We encourage you to meet with your supervisor or HR for guidance on how to improve your behavior moving forward.

Please sign and return a copy of this letter to acknowledge receipt.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Acknowledgment of Receipt:

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[Employee's Name]

[Date]