

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Warning Notification

This letter serves as a formal warning regarding your performance/conduct at [Company Name].

Date of Incident: [Date]

Nature of the Incident: [Brief description of the misconduct or performance issue]

Previous Discussions: [Include any prior discussions or warnings related to this issue]

We expect you to [state the expected behavior or performance standards]. Failure to improve may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing and returning the attached copy.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

I, [Employee's Name], acknowledge receipt of this employee warning letter.

Signature: _____

Date: _____