

4. HR Warning Memo Template

[Company Name] — Formal Warning Memo

Date: [Insert Date]

To: [Employee Full Name]

From: [Supervisor Full Name]

Subject: Formal Warning – [Violation Summary]

Specifically, there was an incident on [Insert Date] when you [briefly define misconduct, e.g., failed to follow the escalation protocol or did not adhere to the IT access policy]. The practice will interfere with team activities and is contrary to our code of ethics and service standards.

The escalation and resolution procedures to be followed in previous stages were explained to you during onboarding and documented in internal SOPs.

You are to be quite strict in complying with all the regimen. Those in charge are supposed to comply immediately. A progress review will be done after [Insert Timeline] to evaluate the progress. Additional violations could subject a person to disciplinary action.

[Employee Signature] _____ Date: _____

[Supervisor Signature] _____ Date: _____

Memo Explanation

The memo is a formal warning statement, offering structure, clarity, and documentation of behavioral or policy violations. It ensures that the organization is professional and avoids legal actions by documenting corrective measures. Escalation steps and SLA violations, such as downtimes in servers and failures to follow policies, were revealed as crucial triggers (Anny, 2025). This memo aligns with such frameworks, where policy violations that cross borders may result in ticket escalations, downtime, or unauthorized access. It portrays the professionalism of HRs and shows leadership responsibility. It promotes appropriate corrective behaviour and maintains the dignity of the

employee by outlining the expected improvements along with a timeline (Hong, 2025).

Background checks are also important during HR audits because they can help track progressive discipline and demonstrate fairness within the organization. It helps supervisors identify and address the problems of people without masks, which is only appropriate and makes it possible to develop a more positive work culture.

References

Anny, D. (2025). AI-Driven SLA Violation Prediction and Alerting Mechanisms.

https://www.researchgate.net/profile/Dave-Anny/publication/391423991_AI-Driven_SLA_Violation_Prediction_and_Alerting_Mechanisms/links/68160086bfbe974b23c2c7b5/AI-Driven-SLA-Violation-Prediction-and-Alerting-Mechanisms.pdf

Hong, T. K. (2025). Effective Management of Underperformance and Disciplinary Actions in the Workplace: A Comprehensive Approach.

https://www.researchgate.net/profile/Tan-Kwan-Hong/publication/391107074_Effective_Management_of_Underperformance_and_Disciplinary_Actions_in_the_Workplace_A_Comprehensive_Approach/links/680a5fc9ded43315573909de/Effective-Management-of-Underperformance-and-Disciplinary-Actions-in-the-Workplace-A-Comprehensive-Approach.pdf