

WARNING LETTER

[Company Letterhead]

[Company Name]

[Company Address]

[Phone] | [Email]

Date: _____

To,

Mr./Ms. [Employee Name]

[Designation]

[Department]

Subject: Warning for [Misconduct / Poor Performance / Policy Violation]

Dear [Employee Name],

This is to formally issue you a warning regarding your [brief description of the issue – e.g., repeated late arrivals, unauthorized absence, breach of code of conduct, non-performance, etc.], which is in violation of company policies.

Despite verbal reminders and [mention any previous written communication or discussions], there has been no significant improvement in your conduct/performance.

Please consider this letter as an official warning. Any further instance of such behavior or lack of compliance will lead to stricter disciplinary action, which may include suspension or termination of your employment.

You are hereby advised to immediately correct your behavior and submit a written explanation by ____/____/____.

We expect you to treat this matter with seriousness and take necessary corrective steps.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Seal & Signature]

Acknowledged By:

Employee Signature: _____

Date: _____