

**#Date#**

To,

**\*\*firstname\*\* \*\*lastname\*\***

Subject: Warning Notice for General Behaviour Issues

It has been observed that your behaviour towards **#Subordinates or Manager or Colleagues or Specify Names#** is not appropriate or suitable for our work environment. Such behaviour is against the code of conduct in our organization, and, this misconduct makes you liable for necessary action, as per our company policy.

Hence, you are hereby warned to refrain from repeating such behaviour and to be careful with your actions in future. Failure to do so shall invoke appropriate action. Please consider this as a strict and official warning in this regard.

You are further advised to submit a written explanation on your unethical act as soon as you receive this letter.

On behalf of **\*\*companyname\*\***

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**#Signing Authority Name#**

**#Signing Authority Designation#**

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

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