

INTERNAL MEMORANDUM

TO: John Doe, Sales Associate

FROM: Management

DATE: November 27, 2025

SUBJECT: First Written Warning

Incident Description: On November 25, 2025, it was reported and verified that you engaged in a verbal altercation with a client on the sales floor. This behavior is a violation of our company code of conduct regarding professional behavior.

Classification: This incident is classified as misconduct.

Consequences: This document serves as a formal written warning. Failure to correct this behavior immediately or any recurrence of similar issues will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.



John Doe

Employee's Name & Signature