

**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**