**HR Warning Memo Template**

IT Supervisors must enforce conduct expectations consistently. A formal memo template ensures that violations are addressed professionally and documented clearly to protect both employee rights and organizational integrity (Senge, 2006).

**Warning Memo Template**

**Date:** [Insert Date]  
**To:** [Employee Name]  
**From:** Krishna Vas Azimera, IT Supervisor  
**Subject:** Written Warning – Violation of IT Conduct Policy

**Violation Description:**  
On [date], it was observed that you [describe the behavior or action], which violates [specific policy]. This behavior contradicts our standards for data privacy, team collaboration, or system use.

**Supervisor’s Statement:**  
This behavior negatively impacts team effectiveness and violates department protocol. It is imperative that all employees uphold the standards outlined in the Employee Handbook and Acceptable Use Policy.

**Corrective Action Required:**

* Cease the behavior immediately
* Complete assigned remedial training by [date]
* Attend a one-on-one review with your supervisor

Failure to comply may lead to further disciplinary action, including termination.

**Acknowledgment of Receipt:**  
I understand the contents of this warning and acknowledge receipt.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_

*Documentation of conduct violations provides structure, transparency, and protects the organization from liability (Senge, 2006).*

**References**

Senge, P. M. (2006). *The Fifth Discipline: The Art and Practice of the Learning Organization* (Rev. ed.). Doubleday.