

HR Warning Memo Template

Formal Warning Memo: Conduct Policy Violation

Date: [Insert Date]

To: [Employee Full Name]

From: [IT Supervisor Name]

Subject: Official Written Warning- [Summary of Conduct Violation]

You have been caught breaking [e.g., the escalation protocol, using unauthorized systems, or being late too many times], which is a direct violation of the standards of our IT department. Such an action is detrimental to the team's performance and ineffective in our service agreements. Procedures and protocols are in place to ensure continuity and fairness. Being an IT team member, they are supposed to meet these standards. This is the behaviour you are supposed to correct as soon as possible. [Insert Review Date] will be the date of a review. Further disciplinary action may be taken due to continued violations.

Employee Acknowledgment:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The HR Warning Memo is an official, formatted document used to report acts of misconduct or policy violations. It is legally compliant, it treats employees fairly by providing them with clear notice, and it fosters accountability (Akinsola, 2025). This type of documentation is crucial for IT supervisors in positions where the strict observance of processes, such as following escalation paths or maintaining system security, is critical to service delivery. The template is self-explanatory, as it contains a description of the violation, suggestions for improvement, and the review cycle. It avoids misunderstandings and can assist in the implementation of HR policies by adhering to the principle of consistency. The format is not punitive but instead offers a corrective trajectory, guiding employees along a

path of professional growth and expansion. It creates a written document outlining the necessary interventions in HR audits and internal reviews. This tool, when combined with KPIs and behavioral indicators, will enable leadership to maintain discipline without demoralizing or compromising the team's ethics (Zabalawi et al., 2024).

References

- Akinsola, O. K. (2025). Ensuring Ethical Conduct and Legal Compliance within Corporate Boards: Legal Standards, Best Practices, and Accountability.
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- Zabalawi, I., Kordahji, H., & Aftimos, S. (2024). Tools, and Leadership. *Higher Education in the Arab World: Digital Transformation*, 145.
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