[Your Company Name or Logo]

Human Resources Department

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

To: [Employee Full Name]

From: [Supervisor's Name], IT Supervisor

Subject: Formal Warning – Violation of Conduct/Policy

Description of Violation:

[Briefly describe the incident, including the date(s), time(s), and the specific policy or conduct guideline that was violated.]

Supervisor's Statement:

This notice serves as an official warning. We have previously discussed the importance of communication and compliance with work procedures. Violations such as this disrupt team operations and violate established policy. It is crucial that these expectations are followed moving forward.

Required Improvement and Timeline:

- You are expected to follow company attendance and communication policies.

- Any future absences must be approved in advance or reported immediately.

- You must demonstrate full compliance starting immediately.

- Your behavior will be reviewed again in: \_\_\_ [7/14/30] \_\_\_ days.

Failure to resolve these issues may result in further disciplinary action, up to and including termination.

Acknowledgment of Receipt:

I acknowledge that I have received this formal warning and that the expectations for improvement have been explained to me.

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

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

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Note: A copy of this form will be kept in your personnel file.