

## MEMORANDUM

**TO:** John Doe

**FROM:** [Supervisor's Name], [Supervisor's Title]

**DATE:** July 20, 2025

**SUBJECT:** Formal Warning Regarding Violation of Company Policy/Conduct

This memo serves as a formal written warning regarding a violation of company policy/conduct that occurred on **[Date of Violation - if specific]** at approximately **[Time of Violation - if specific]** (if applicable). This document outlines the specifics of the incident and the expected path forward.

### Violation Description:

You have exhibited repeated tardiness and failure to meet scheduled deadlines. Specifically, [Provide 1-2 specific examples with dates, e.g., "you were late for your shift on July 15, 2025, and July 18, 2025," and "the report due on July 17, 2025, was submitted on July 19, 2025"].

This behavior is a direct violation of our company's expectations regarding punctuality and adherence to project timelines, as outlined in [Reference relevant company policy, e.g., "the Employee Handbook, Section on Attendance and Performance Standards"].

### Supervisor's Statement:

As your supervisor, I have reviewed your attendance and task completion records. This memo serves as a formal warning. The employee has been previously counseled verbally regarding punctuality and task accountability on [Date of previous verbal counseling]. This type of conduct is unacceptable as it disrupts team workflow, impacts project delivery, and sets a negative precedent. We expect all employees to adhere strictly to their work schedules and complete tasks within established deadlines to ensure operational efficiency and team productivity.

### Improvement Expectations and Timeline:

Effective immediately, you are required to demonstrate immediate and consistent adherence to your work schedule and completion of tasks within deadlines. Specifically, you must:

1. **Arrive on time for all scheduled shifts and meetings.**
2. **Ensure all assigned tasks and projects are completed by their communicated deadlines.**
3. **Communicate proactively with your supervisor if any unforeseen circumstances prevent you from meeting punctuality or deadline expectations.**

Your progress will be reviewed after **30 days** from the date of this memo. During this period, any further instances of tardiness or missed deadlines may result in additional

disciplinary action, up to and including termination of employment.

We are committed to your success and are available to provide reasonable support and resources to help you meet these expectations. If you have any questions or require clarification regarding the company's policies or the expectations outlined herein, please do not hesitate to speak with me or Human Resources.

Your signature below acknowledges receipt of this formal warning. It does not necessarily indicate agreement with the content, but confirms that you have received and understood this directive.

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

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

**HR Representative Signature (Optional):** \_\_\_\_\_ **Date:**

\_\_\_\_\_