

4) HR Warning Memo Template

Formal Memo: Conduct Violation Notice

Date: [Insert Date]

To: [Employee Full Name]

From: [Supervisor Name]

Subject: Written Warn-Offence: Discipline Violation

As it has been observed, you [e.g., avoided the escalation procedure or shared other access credentials], which is not consistent with our IT operational standards and has threatened service integrity.

We sincerely emphasize the importance of following processes to sustain the integrity of the system, build trust among users, and maintain consistency of services. Your move is detrimental to our SLA-based agreements and teamwork guidelines. This conduct needs to be rectified immediately.

It is also required of you to examine and follow the escalation matrix and Jira documentation procedure and adhere to the appropriate ticket closure procedures. On [Insert Date], a performance review will be conducted. Failure to improve can result in additional disciplinary action.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

This sample of an HR warning memo can be a crucial factor in maintaining a professional level among IT teams, as it regulates improper behavior in a transparent, predictable, and legally compliant manner. Within a well-functioning IT system, in which ensuring the execution of service level agreements (SLAs), escalation processes, and documentation procedures has profound significance, breaching the rules by even a small margin may negatively affect the productivity, the ability of the system to satisfy customers,

and its stability (Sisodia et al., 2024). Through such structured memos, supervisors can formally record the problem, present expectations, and determine a specific timeframe for amelioration, thereby gaining a fair and transparent system of correction. It also helps the organization mitigate legal risks by ensuring there is written documentation of disciplinary actions, which is done in observance of due process. This is in contrast to what ought to be punitive actions, which promote self-improvement and accountability, aligning with coaching-oriented leadership styles. It supports credential standards such as faith, uniformity, and discipline within businesses. This memo can be applied proactively to address existing problems and foster a culture built on respect, responsibility, and continuous professional growth (Pisriwati et al., 2024).

References

- Pisriwati, S. A., Hardi, Y., & Siswanto, D. H. (2024). Enhancing organizational development through principal leadership to improve teacher and staff work discipline. *Journal of Organizational and Human Resource Development Strategies*, 1(01), 52-62.
<http://journal.iistr.org/index.php/OHDS/article/view/670>
- Sissodia, R., Rauthan, M. S., & Barthwal, V. (2024). Service level agreements (SLAs) and their role in establishing trust. In *Analyzing and Mitigating Security Risks in Cloud Computing* (pp. 182-193). IGI Global Scientific Publishing. <https://www.igi-global.com/chapter/service-level-agreements-slas-and-their-role-in-establishing-trust/340597>