

## 4. HR Warning Memo Template

Date: [Insert Today's Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Formal Warning – Violation of Company Policy

Dear [Employee Name],

This memo serves as an official warning regarding your conduct in the workplace. The following violation has been observed:

Violation Description:

[Briefly describe the issue – e.g., unexcused absences, inappropriate language, missed deadlines, policy violations]

Supervisor's Statement:

We expect all employees to maintain a standard of professionalism that supports a productive and respectful workplace. This behavior is not in alignment with [Company]'s policies.

Expected Improvements:

You are expected to demonstrate immediate improvement in the following areas:

- [Insert improvement expectations, e.g., timely attendance, respectful communication]
- [Insert additional behavior-specific goals]

This improvement must be visible within the next [# of weeks] weeks. Failure to do so may result in further disciplinary action, up to and including termination.

If you have any questions, you are encouraged to reach out directly.

Sincerely,

[Supervisor Name]

[Title]

[Email / Contact]