**Behavioral Warning letter**

**Warning Letter for Behavioral Issues Format**

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| **Warning Notice for Behavior Issues**  To,    < Employee Name  <Employee ID>  <Designation>  <Department>  This warning notice is being issued to you for [mention the reason in detail]. Thereby violating this rule gives us the right to take disciplinary action against you.  However, it has been decided by the authorities to excuse you this time. However, be warned that repetition of this incident will lead to your immediate termination.  Sincerely,  Signed and acknowledged by:  Signature  For <Company Name>  Authorized Signatory |

**Warning Letter for Behavioral Issues Example**

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| **Warning Notice for Behavior Issues**  To,  Niharika Patil  AR010122  Senior Sales Executive  Marketing  This warning notice is being issued to you for smoking in the office building. As was mentioned in our employee handbook our office building is a no-smoking zone. Thereby violating this rule gives us the right to take disciplinary action against you.  However, it has been decided by the authorities to excuse you this time. However, be warned that repetition of this incident will lead to your immediate termination.  Sincerely,  Signed and acknowledged by: Tapasya Patel  [Signature]  For XYZ Solutions Pvt. Ltd.  [Authorized Signatory] |

**Format 1**

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| From,  Your Designation,  Company Name  Company Address  Date:\_\_\_\_\_\_\_\_\_\_\_\_  To,  Employee Name  Address  Subject - Warning letter for Misbehaving at the workplace  Dear Ms. [First Name],  This letter serves as an official warning to you for the inappropriate incident that happened on [Date] on the work premises. It came to our knowledge that [describe the incident]. This is unacceptable behavior in this company as stated in the [Company Policy Name/Number].  Your behavior was intolerable and unappreciated in the office environment. Our company has a huge reputation for upholding discipline and peace among all employees and the management. We recommend that all employees abide by the company’s rules and regulations to which the necessary measures will be taken.  We expect you to show a change in behavior. If such behavior is repeated it will result in immediate suspension. We also expect you to write an apology letter to the colleague you harassed. We look forward to seeing positive changes after this discussion.  Yours sincerely,  Your Signature  Name  On behalf of the [Department] |

**Format 2**

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| Date: [The date when the letter was generated]  Name: [Full Name of employee]  Address: [Address of office location]  **Re: Warning for Disciplinary Incident**  Dear [First name of the Employee],  This letter is to serve an official warning to you for the incident that happened on [Date of Incident]. We were informed about [Describe in brief the Incident]. This kind of misconduct is not expected in the workplace and is against Company Policy [mention the name of policy, page number, section no, para number, or serial number in the company policy document].  Our policy and guidelines are designed with a goal to make the work environment and company culture open and safe for all employees at all levels. We expect every employee to respect and follow these guidelines in order to encourage a collaborative and performance oriented work culture.  Since you have been found to be violating the rules, we are hereby putting you on a warning period [Mention the duration of warning Period]. During this period, your behavior will be monitored.  Any re-occurrence of the violation will ensure strict action against you that may be followed by  (a) Suspension without pay or  (b) Termination without prior notice.  We continue to believe that you are a valuable part of our organization and expect you to show immediate improvements. Looking forward to seeing positive outcomes of this discussion.  If you need my assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgement of the discussion.  Sincerely,   |  |  | | --- | --- | | [Your Name] | [Employee Name] | | [Title] | [Employee Title and Department] | | [Date] | [Date] | | [Signature] | [Employee Signature] | | [Any notes and follow up action] | | |

**Format 3 - Email Template**

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| To: Receiver Mail Address…  From: Sender mail Address…  ***Subject: Warning for Unacceptable Behavior***  Dear Ms/Mr. [Name]  We bring to your attention that management has received many complaints about your conduct with the other staff. There are also complaints of you using your post against the employees at the lower post-use and influencing them. [Describe in your words]. You have also been found to use office material for your personal use.  We consider it a serious breach of conduct and take it as an act of threatening your co-workers. We warn you of strict actions if you don’t improve your behavior and bring changes in your conduct. [Describe an actual problem and situation]. We hope that you will work in coordination with your staff to bring good results. [Explain all about the situation].  We hope that this letter will act as a warning in advance to avoid complications in the future. [Show your warning regarding the institute policy]. If you have any say in this regard you may feel free to contact any person in management and report your grievances. [Show your requirements regarding this situation].  We expect you to have good behavior and observe good conduct hereafter.  Yours,  Your name…  HR Manager [Job Designation]. |