**Employee Reprimand Letter Format**

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| To,  Recipient’s Name  Designation  Department  From:  Sender’s Name  Designation  Date  Subject  Dear [Salutation with Employee Name]  [The first paragraph should be the most impactful and should clearly state why the recipient is getting warned and about what. If there is any specific incident, then describe the incident and if it is repeated then mention what activities are not acceptable.]  [In the second paragraph, you should mention the consequences of not paying attention to the warning.]  [In the third paragraph, finally, you can sign off by mentioning the warning again and hoping for a positive behavioral change in the receiver.]  Sender’s Name  Designation  I acknowledge that I have been given the opportunity to review the warning notice and sign the correspondence before being placed in my personal file.  Name of the Employee Date Signature |

Above is just a standard format of an employee warning notice, the content of the letter may vary according to the type of warning you need to give to the employee.

**Warning Letter Example**

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| To,  Aakash Goel  SEO Executive  Marketing  From:  Nitya Patel  HR Manager  16th March 2020  Subject: Letter of Reprimand for Insubordination.  Dear Akash,  It has been reported that you misbehaved with your manager on 22nd May 2019 when you were asked to submit the project report within one day. When you were asked for the explanation, I came to know that you have admitted your mistake.  Your insubordination could lead to taking a serious action against but our company norms are to reform the employees and give them the opportunity to improve themselves for future and be careful in such matters. You are being warned about this issue. Any further repetition may lead to direct termination from your duties.  Sincerely,  Nitya Patel  HR Manager  I acknowledge that I have been given the opportunity to review the warning notice and sign the correspondence before being placed in my personal file.  Aakash Goel 23rd May 2019 Signature |

**Conclusion**

Warning Letter - The name speaks for itself. It is a letter from the employer to the employee informing the latter about the breach of company policies. This letter serves as a warning to the employee for his behavior and also contains the consequences of his actions.

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**Meta Description -** Warning Letter is issued by the organization to the employee breaching the company policies to convey them the disciplinary consequences. Read More!!

**Format 1**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date  Employee Name  Address  Subject - Warning Letter for [Mention the reason]  Dear  This letter is being sent to you as an official warning for the incident that occurred on [Incident date]. We were made aware of [describe the incident in brief]. This type of behavior is not acceptable in the workplace and is prohibited by Company Policy [mention the policy name].  Our policies and procedures are intended to make the workplace and corporate culture open and safe for all employees at all levels. To foster a collaborative and performance-oriented work culture, we expect all employees to respect and follow these rules.  We have placed you on a warning period of [mention the duration] because you have been determined to be breaking the rules. Your behavior will be tracked throughout this time.  If the infraction occurs again, you will face severe consequences that may be followed by:  a) Suspension without pay; b) Termination without warning.  We continue to believe you are an important member of our team, and we expect you to make immediate improvements. I'm hoping for a favorable outcome from this dialogue.  Please do not hesitate to contact me if you require my assistance or have any questions. You must sign a copy of this letter to acknowledge that you have read and understood the topic.  Sincerely,   |  |  | | --- | --- | | <Your Name> | <Employee Name> | | <Title> | <Employee Title and Department> | | <Date> | <Date> | | <Signature> | <Employee Signature> | | <Any notes and follow up action> | | |

**Format 2**

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| To,  Name of the Employee  Job Title  Company Name  Date  Subject : Warning for [mention the reason of this warning letter]  The purpose of this letter is to warn you regarding your [mention the misconduct]. You have been verbally warned several times by the company officials, yet, the issue keeps recurring. This type of behavior is highly not accepted by the company.  Attached is the proof of your misconduct. This shall be your first and the last warning. If the issue continues to recur, we may suspend you without pay, dock your pay, and may even rethink your employment with our company.  You may contact the HR Department if you need any clarifications regarding this letter.  Sincerely,  Your Name  Signature  Designation  Company Name |