

#### **4. HR Warning Memo Template**

**Date:** [MM/DD/YYYY]

**To:** [Employee Full Name]

**From:** Bhavya Pentyala, IT Support Supervisor

**Subject:** Formal Warning Regarding Policy Violation

Dear [Employee Name],

This is an official notice as per your conduct that was witnessed on [Incident Date]. You [describe minutes of violation, e.g., access to the restricted system without authorization or habits of tardiness].

In your action, you are in direct contravention of the [Company Policy or Code of Conduct, Section X]. This behavior is unacceptable and inconsistent with the standards we have in the IT Department.

**Improvement Expectations:**

- Strict timekeeping to shift duties and schedules.
- Obtained a required compliance refresher training by [relevant Date].
- The absence of the behavior reoccurrence within the next 30 days

A lack of improvement can lead to additional disciplinary action, which may ultimately result in termination.

Note that the signature should be put at the bottom of the sign to acknowledge the receipt of this memo.

Sincerely,

**Bhavya Pentyala**

IT Support Supervisor

**Employee Acknowledgment:** \_\_\_\_\_

Date: \_\_\_\_\_

This HR caution memo template is designed to serve as a professional yet comprehensive administrative tool for addressing unacceptable workplace behavior or policy breaches while maintaining concerns regarding fairness and uniformity. It also records the nature of the incident, relates it to the company's relevant policies, and establishes clear expectations for improvement (Hope, 2025). This will help employees understand the seriousness of their actions and what needs to be done to change them. It safeguards both the organization and the employee by bringing an official action to what was initially communicated and documented without ambiguity. It also assists supervisors in maintaining consistency in enforcing rules while providing employees with an opportunity to improve (Haricharan, 2023). Acknowledgment and timelines lead to HR compliance, reduced legal risk exposure, and the establishment of a culture of accountability and correction within the organization.

## References

- Haricharan, S. J. (2023). Leadership, management and organisational implications for public service employee well-being and performance. *SA Journal of Human Resource Management*, 21, 2080. <https://journals.co.za/doi/abs/10.4102/sajhrm.v21i0.2080>
- Hope, T. (2025). Entrepreneurs' Inability to Address Employee Grievances in the Small Business Industry. <https://digitalcommons.liberty.edu/doctoral/6914/>