**HR Warning Memo Template**

**[Company Letterhead or Logo Here]**  
**Human Resources – Warning Memorandum**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Formal Warning for Policy Violation**

**Violation Description:**

Please describe the incident or policy that has been violated. Include dates, locations, and any relevant context.  
*Example:* On July 14, 2025, the employee failed to follow the standard procedure for escalating a critical server incident, which resulted in prolonged downtime for internal applications.

**Supervisor’s Statement:**

As the direct supervisor, I am issuing this written warning based on a review of the incident and prior discussions regarding expectations. This behavior is inconsistent with our department’s protocols and service standards. We have previously discussed the importance of following proper escalation steps in team meetings and one-on-one coaching sessions.

**Improvement Expectations & Timeline:**

The following corrective actions are expected:

* Adhere strictly to all documented IT incident response procedures.
* Attend a mandatory refresher training on escalation protocols by **[Insert Date]**.
* Demonstrate compliance in the next 30 days by participating in team reviews and successfully managing assigned service tickets.

Failure to meet these expectations within the specified timeline may result in further disciplinary action, up to and including termination.

**Employee Acknowledgement:**  
I acknowledge that I have received and reviewed this memo. My signature does not necessarily indicate agreement but confirms that the matter was discussed with me.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Department Use Only:**  
Filed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Case ID (if applicable): \_\_\_\_\_\_\_\_

**Confidential Document – For HR and Supervisor Use Only**

This template supports clear communication, documentation integrity, and HR policy compliance, aligning with best practices in supervisory leadership (Bersin, 2022).

**References**

Bersin, J. (2022). *High-Impact HR Practices for Supervisors*. Deloitte Insights.