

**Date of Warning Letter Issuance:** [Insert Date Here]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Department:** [Department Name]

**Subject: Official Warning Letter**

Dear [Employee Name],

This letter serves as a formal warning regarding your [performance/conduct], specifically concerning [mention specific issue, e.g., attendance, missed deadlines, or policy violation].

On [Date of Incident/Review], the following was observed: [Insert Brief Description of the Issue].

This behavior is a violation of company policy regarding [Policy Name/Section]. We expect all employees to adhere to these standards to maintain a productive work environment.

**Required Action:**

Effective immediately, you are required to [Insert Improvement Plan or Necessary Actions].

Failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the contents. Your signature does not necessarily indicate agreement with the details provided.

Sincerely,

[Manager Name]

[Manager Title]

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**Employee Signature**

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**Date**