

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Department:** [Department Name]

**Subject: First Written Warning for Failure to Follow Standard Operating Procedures (SOPs)**

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to adhere to the company's Standard Operating Procedures (SOPs). Specifically, this warning relates to the following incident(s):

**Date of Incident:** [Insert Date]

**SOP Violated:** [Insert SOP Name/Number]

**Details:** [Provide a brief description of how the procedure was not followed].

Adherence to SOPs is critical to ensuring safety, quality control, and operational efficiency. Your failure to follow these established protocols has the following impact: [Insert impact, e.g., safety risk, production delay, or financial loss].

You have previously received guidance/training on these procedures on [Insert Date of Training/Previous Verbal Discussion].

**Required Corrective Action:**

Effective immediately, you are expected to comply with all company SOPs. We require you to [Insert specific action, e.g., undergo retraining, review the manual, or follow a specific checklist].

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

Please sign below to acknowledge that you have received this letter and that we have discussed the contents.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

I acknowledge that I have received this written warning and understand the expectations set forth.

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[Employee Signature]

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[Date]