

Date: [Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: First Written Warning for Unapproved Overtime

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with company policy concerning overtime authorization. It has been noted that on [Date(s)], you worked overtime hours without obtaining prior approval from your supervisor.

According to the company employee handbook, all overtime must be authorized in writing before the work is performed. Unauthorized overtime creates budgetary concerns and violates our established operational procedures.

Previous Discussions:

This matter was previously discussed with you informally on [Date of verbal warning, if applicable]. Despite this, the behavior has continued.

Required Action:

Effective immediately, you are required to strictly adhere to the overtime policy. You must not work beyond your regularly scheduled hours unless you receive explicit approval from [Name of Manager/Department Head].

Consequences:

Please be advised that further instances of unauthorized overtime or failure to follow company policy may result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Signature]

Employee Acknowledgment:

[Employee Signature]

Date: _____