

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: Second Written Warning

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to adhere to company policy. On [Date of First Warning], you were issued a first written warning concerning [Type of Violation, e.g., Attendance, Dress Code, IT Policy].

Despite the previous warning and our discussion on [Date of Meeting], it has been noted that you have again violated the following policy: [Name of Policy/Rule].

Details of Incident:

On [Date of New Incident], the following occurred: [Provide a brief, factual description of the violation].

Impact of Violation:

This behavior is unacceptable as it [Explain the negative impact on the team, safety, or operations]. Compliance with all company policies is a mandatory requirement of your employment.

Required Corrective Action:

You are required to immediately [List specific actions the employee must take to improve]. We expect to see immediate and sustained improvement in your conduct.

Consequences:

Please be advised that this is your second formal warning. Failure to rectify this behavior or any further violations of company policy will lead to further disciplinary action, which may include a final written warning or termination of your employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

Employee Signature

Date