

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: SECOND WRITTEN WARNING - UNAUTHORIZED OVERTIME

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued performance of unauthorized overtime. On [Date of First Warning], you received a first written warning regarding the company policy which states that all overtime must be pre-approved by your supervisor.

It has come to our attention that on [Date(s) of Violation], you worked [Number] hours of overtime without obtaining prior authorization. This is a direct violation of our company's timekeeping and labor policies.

As previously discussed, managing labor costs is critical to our operations. Your failure to adhere to the approval process disrupts departmental budgeting and ignores direct management instructions.

Required Corrective Action:

- You must strictly adhere to your assigned work schedule.
- No work is to be performed outside of scheduled hours without written approval from [Manager Name].
- You must clock out promptly at the end of your scheduled shift.

Please be advised that this is a serious matter. Failure to comply with the company overtime policy moving forward will result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further violations.

Employee Signature

Date: _____