

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Written Warning for Failure to Follow Department Procedures

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to follow established department procedures. Specifically, on [Date of Incident], it was observed that you did not adhere to the following protocol: [Description of the procedure that was bypassed or ignored].

The failure to follow these procedures has resulted in [mention impact, e.g., safety concerns, operational delays, or data errors]. Maintaining standard operating procedures is essential for the efficiency and safety of our department.

Previous discussions regarding your performance were held on [Date of Previous Verbal Warning/Coaching], yet the required improvements have not been sustained.

Required Corrective Action:

Effective immediately, you are required to comply with all departmental guidelines. You must [specific action required for improvement]. We will monitor your performance closely over the next [Number] days to ensure full compliance.

Please be advised that failure to improve or further violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this warning and understand the expectations moving forward.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____