

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Warning Letter for Violation of Company Policy

Dear [Employee Name],

This letter serves as a formal warning regarding your recent violation of company policy. It has come to our attention that on [Date of Incident], you were involved in the following action: [Provide Brief Description of Violation].

This behavior is in direct violation of our company policy regarding [Policy Name/Reference], which states: "[Insert Quote or Summary of Policy]".

Please be advised that we expect all employees to adhere to the standards of conduct outlined in the Employee Handbook. Future occurrences of this nature or any other violations of company policy may result in further disciplinary action, up to and including termination of employment.

We expect to see immediate and sustained improvement in your conduct. If you require clarification regarding our policies, please contact the Human Resources department.

A copy of this letter 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 letter and understand the contents. My signature does not necessarily indicate agreement with the contents.

Employee Signature

Date