Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

From: [Manager Name/HR Department]

Subject: First Written Warning: Time Theft / Misconduct

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct concerning timekeeping and attendance. It has come to our attention that there are discrepancies between your recorded working hours and your actual time spent performing work duties.

Details of Incident(s):

[Insert specific dates, times, and descriptions of the behavior, e.g., extending breaks, clocking in for shifts not worked, or performing personal tasks during company time.]

Policy Violation:

Your actions are in direct violation of the company policy regarding [Name of Policy, e.g., Employee Attendance and Timekeeping]. Accurate reporting of time is a fundamental requirement of your employment.

Required Corrective Action:

- You must accurately record all hours worked using the approved company system.
- You must adhere to scheduled start times, end times, and break durations.
- You must ensure that company time is used exclusively for business-related tasks.

Consequences:

Failure to improve your conduct or any further instances of time theft will lead to additional disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received and understood this warning.

_____
Employee Signature

_____
Date

_____

Supervisor/HR Signature

_____

Date