Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]
Department: [Department Name]

Subject: Formal Warning Regarding Extended Break Periods

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning scheduled break periods. It has been observed that you have consistently exceeded the time allotted for your breaks on the following dates:

- [Date]: [Duration of break] (Allotted: [Standard duration])
- [Date]: [Duration of break] (Allotted: [Standard duration])
- [Date]: [Duration of break] (Allotted: [Standard duration])

As per the company policy outlined in the [Employee Handbook/Contract], employees are entitled to [Number] minutes for [Lunch/Rest] breaks. Exceeding these limits impacts team productivity and places an unfair burden on your colleagues.

We previously discussed this issue informally on [Date of verbal warning], yet no sustained improvement has been noted. You are expected to adhere strictly to your assigned schedule moving forward.

Failure to rectify this behavior and comply with company timekeeping policies may 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.

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

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____