Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
Department: [Department Name]

Subject: SECOND WARNING LETTER - UNAUTHORIZED OVERTIME

Dear [Employee Name],

This letter serves as a formal second warning regarding your continued failure to adhere to the company's overtime policy. On [Date of First Warning], you were issued a first warning concerning the performance of overtime work without prior authorization from management.

It has come to our attention that you have again recorded unauthorized overtime hours on the following dates: [List Dates].

As stated in the employee handbook, all overtime must be approved in writing by your supervisor before the work is performed. While we value your hard work, it is essential for budgetary and operational reasons that all extra hours are pre-authorized.

Please consider this a serious matter. Further instances of working unauthorized overtime may lead to additional disciplinary action, up to and including termination of employment.

You are required to acknowledge receipt of this warning by signing below. A copy of this letter will be placed in your personnel file.

Sincerely,

[Manager Name]
[Title]

Acknowledgment:

I acknowledge that I have received this warning and understand the company policy regarding unauthorized overtime.

_____
[Employee Signature]

_____
[Date]