Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]
Employee ID: [Insert ID Number]

From: [Manager Name]
Department: [Department Name]

Subject: Formal Disciplinary Warning - Conducting Personal Business During Working Hours

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your conduct. It has been observed that you have been utilizing company time and resources to conduct personal business activities unrelated to your job responsibilities.

Specifically, on [Date(s)], it was noted that you were engaged in [Description of activity, e.g., managing a personal side-business / personal administrative tasks] during your scheduled working hours. This behavior is a violation of company policy regarding [Policy Name/Employee Handbook Section].

Our expectations are that all employees remain focused on their assigned duties during work hours. Engaging in outside business activities during company time impacts your productivity and the overall efficiency of the team.

Effective immediately, you are required to cease all personal business activities during your shift. Failure to show immediate and sustained improvement, or any further instances of this nature, 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 this letter and understand the expectations set forth.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and have discussed its contents with my manager.

_____

[Employee Signature]

_____

[Date]