Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: First Written Warning: Misrepresentation of Hours Worked

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct concerning timekeeping and the recording of your working hours. It has come to our attention that there are discrepancies between your submitted timesheets and your actual hours worked on the following dates: [Insert Dates].

Specifically, the following issue was identified: [Insert specific details, e.g., logging in before arrival, claiming overtime not worked, or failing to clock out for personal breaks].

Accurate time reporting is a fundamental requirement of your employment. Misrepresenting hours worked is considered a serious breach of company policy and [Company Name]'s code of conduct. This behavior impacts operational costs and undermines the trust necessary in our professional relationship.

Effective immediately, you are required to ensure that all hours recorded are a true and accurate reflection of your time spent working. Future time records will be closely monitored for accuracy.

Please be advised that further instances of misrepresenting hours or any other violations of company policy may result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. If you have any questions regarding this matter or the company's timekeeping policies, please contact me or the Human Resources department immediately.

Sincerely,

[Signature]

[Manager Name]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have had the opportunity to discuss it with my supervisor.

Employee Signature: _____ Date: _____