Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Formal Warning for Continued Time Theft

Dear [Employee Name],

This letter serves as a formal warning regarding your continued failure to adhere to the company's attendance and time-tracking policies. Based on recent audits of your [time logs/badge swipes/computer activity], it has been determined that you have engaged in time theft.

Specifically, the following discrepancies were noted:

- **Date(s):** [Insert Dates]
- **Description of Incident:** [e.g., Extended unauthorized breaks, arriving late/leaving early without recording, or logging hours not worked]

This behavior is a violation of the [Company Name] Code of Conduct and Employee Handbook. This issue was previously discussed with you on [Date of Previous Verbal Warning], yet the behavior has persisted.

Required Improvements:

- You must accurately record all start times, end times, and meal breaks.
- You must be at your assigned workstation and ready to work during your scheduled hours.
- Unauthorized personal business during working hours must cease immediately.

Please be advised that your conduct will be closely monitored moving forward. Failure to show immediate and sustained improvement, or any further instances of time theft, will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of further violations.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____