

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: First Written Warning for Violation of Smoking Policy

Dear [Employee Name],

This letter serves as a formal written warning regarding your violation of the company's smoking policy. It has been reported and confirmed that on [Date of Incident], you were observed smoking in a non-designated area, specifically [Location of Violation].

As outlined in the Employee Handbook, smoking (including the use of e-cigarettes and vapes) is strictly prohibited in all areas of the premises except for the designated smoking zones. This policy is in place to ensure the health, safety, and comfort of all employees and to comply with local safety regulations.

Please consider this a first warning. We expect you to adhere to all company policies moving forward. Future violations of the smoking policy or any other company regulations may lead to further disciplinary action, up to and including termination of employment.

If you have any questions regarding this policy or need clarification on where the designated smoking areas are located, please contact the Human Resources department immediately.

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 written warning and understand the company's smoking policy.

Signature: _____ Date: _____