Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]
Department: [Department Name]

From: [Supervisor Name]
Subject: Official Warning Letter

Dear [Employee Name],

This letter serves as a formal warning regarding your [performance/conduct] in the workplace. This action is being taken due to the following reasons:

Summary of Issue:
[Provide a clear description of the specific incident, behavior, or performance deficiency. Include dates and previous verbal warnings if applicable.]

Expectations:
Moving forward, you are required to meet the following expectations:
- [Expectation 1]
- [Expectation 2]
- [Expectation 3]

Timeline for Improvement:
Your performance/conduct will be monitored closely for a period of [Number] days, effective immediately. We will meet on [Date] to review your progress.

Consequences:
Please be advised that failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning. Your signature does not necessarily indicate agreement with the contents.

Sincerely,

[Supervisor Signature]

_____
[Supervisor Name]
[Title]

Employee Acknowledgment:

_____
[Employee Signature]

Date: _____