

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Department:** [Department Name]

**Subject: Formal Disciplinary Warning**

Dear [Employee Name],

This letter serves as a formal [First/Second/Final] warning regarding your [conduct/performance/attendance]. This decision has been made following our meeting on [Date of Meeting], which was attended by [Names of Attendees].

**Nature of the Issue:**

The specific details of the issue are as follows:

[Insert detailed description of the incident, behavior, or performance deficiency, including dates and previous informal discussions].

**Expectations and Required Improvements:**

To address this matter, you are required to:

- [Specific requirement 1]
- [Specific requirement 2]
- [Specific requirement 3]

**Support and Timeline:**

We will monitor your progress over the next [Number] days/months. During this period, [Company Name] will provide the following support: [Insert training/mentorship/tools]. A follow-up meeting is scheduled for [Date] to review your progress.

**Consequences:**

Please be advised that failure to achieve and maintain the required improvements may result in further disciplinary action, up to and including termination of your employment.

A copy of this warning will be placed in your personnel file. You have the right to appeal this decision by submitting a written request to [Name/Department] within [Number] days of receiving this letter.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand its contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_