

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Job Title]

Subject: Official 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] where we discussed the following concerns:

Summary of Issues:

[Provide a detailed description of the incident, behavior, or performance deficiency, including specific dates and previous verbal warnings if applicable.]

Expectations and Required Improvements:

To resolve this matter, you are expected to:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Timeline:

Your performance/conduct will be monitored closely for a period of [Number] days, starting from [Date]. A follow-up review will be held on [Follow-up Date].

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.

A copy of this warning will be placed in your official personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed its contents with my supervisor.

[Employee Signature]

Date: _____