

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Warning Letter for Misconduct

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace. This decision has been made following our meeting on [Date of Meeting], where we discussed the following incident(s) or behavior(s):

[Insert detailed description of the misconduct, including dates and specific policy violations].

This behavior is considered a violation of [Company Name]'s code of conduct and is unacceptable. Your actions have had the following impact on the team or organization: [Insert impact].

Effective immediately, you are required to improve your conduct. Specifically, we expect the following changes:

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

Please be advised that this is a formal warning. Failure to show immediate and sustained improvement, or any further instances of misconduct, may lead to additional disciplinary action, up to and including termination of your employment.

A copy of this letter will be placed in your permanent personnel file. We encourage you to seek any necessary support or clarification to ensure your conduct meets company standards moving forward.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the contents herein.

[Employee Signature]

Date: _____