dd/MM/yyyy

**Employee Warning Letter**

Dear [Employee’s name],

You are receiving this Warning Notice due to your [Misconduct type] that is negatively affecting your performance at work and your team’s productivity. We take [Misconduct type] seriously and expect all our employees to comply with our company’s [Name of policy].

You have violated [Policy name] by [mention what he did, i.e., how many times it happened, what is affected, etc.]. We recognize unexpected issues can arise. We are flexible, but we still expect our employees to be professional and act in our company’s best interest.

This warning is considered the first step in [Company name]’s disciplinary process. You are requested to correct your behavior and [write how you would expect the employee to behave in the future]. Otherwise, we’ll have to take further disciplinary action, including termination.

I am available to discuss any issues you face that have caused your [Misconduct type]. Please, contact me directly if there’s any way I can help you.

Sincerely,

[HR person’s name]

[HR position]

[Company name]

[Contact Number]