

# Preliminary Disciplinary Warning Email

Subject: Initial Warning Regarding Workplace Conduct

Dear [Employee's Name],

I am writing to inform you that concerns have been raised regarding your recent behavior, specifically [describe the issue briefly]. While this is not yet a formal disciplinary action, it is important to address the matter now.

We value your contribution to the team, but maintaining professionalism and compliance with our policies is essential. This email serves as a preliminary warning and an opportunity for you to correct your behavior before formal steps are taken.

Please take this matter seriously. Continued issues may lead to formal disciplinary action. I am available to discuss this further if you need clarification.

Best regards,

[Supervisor's Name]

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