

# Written Warning Letter

[Your Name]

[Your Title]

[Company Name]

[Address]

[City, State, ZIP]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Re: Written Warning - [Issue]

I am writing to formally notify you that we have identified a serious concern regarding your conduct/performance. Despite previous discussions and a verbal warning issued on [date], there has been no improvement in your behavior.

The specific issue is [describe the issue in detail]. This behavior/performance is not in line with our company's policies and expectations, and it has a negative impact on [company/department/team] operations.

This written warning is a serious step, and it is crucial that you take immediate corrective action.

Failure to do so may result in further disciplinary measures, up to and including termination of employment.

We are providing you with an opportunity to rectify the situation. We expect to see marked improvement within [specific timeframe]. A follow-up meeting will be scheduled to discuss your progress and determine the next steps.

Please sign and return the attached copy of this letter to acknowledge receipt and understanding.

Should you have any questions or require assistance, please contact [HR contact/person].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]