

Formal Warning Disciplinary Letter

Subject: Formal Warning

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct observed on [Date], specifically [Describe Misconduct].

Such behavior is inconsistent with our company's policies and expectations. Continued incidents may result in further disciplinary action, including suspension or termination.

Please consider this letter as an opportunity to rectify your behavior immediately. We expect adherence to all company rules and standards going forward.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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