

# Formal disciplinary warning for misconduct

Subject: Formal Warning Regarding Misconduct

Dear [Employee Name],

This letter serves as a formal disciplinary warning concerning your recent conduct at the workplace.

On [specific date], it was observed and recorded that [describe incident or behavior]. Such behavior is not aligned with the standards, policies, and expectations of our organization.

We value your contribution to the team, but we must emphasize that this type of conduct cannot continue. Any further instances of similar behavior may result in more severe disciplinary action, which could include suspension or termination.

We strongly advise you to take this warning seriously and work towards correcting your behavior.

Please consider this an opportunity to improve and demonstrate your commitment to maintaining a professional and respectful workplace.

Sincerely,

[Manager's Name]

[Title]

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