

## **Preliminary disciplinary email**

Subject: Preliminary Warning About Conduct

Hi [Employee Name],

This is an early notification regarding some concerns weâ€™ve noticed about your performance and conduct. Specifically, [briefly mention the issue]. While this is not a formal disciplinary action yet, it is important to acknowledge it before it escalates.

We trust that you will take steps to address this matter immediately. Please use this message as a chance to reflect and make improvements so we donâ€™t have to proceed with a more formal step.

Thank you for your cooperation.

Best regards,

[Supervisorâ€™s Name]

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