

Serious disciplinary warning

Subject: Official Disciplinary Warning

Dear [Employee Name],

We are issuing this official warning due to a serious breach of company policy that occurred on [date]. The incident involved [describe details], which directly violates [policy or code of conduct section].

This letter will be placed in your personnel file as a record of disciplinary action. Further violations of a similar nature may result in suspension or termination from your role.

We urge you to correct this behavior immediately. Please meet with [HR or Manager] to discuss steps to ensure compliance moving forward.

Sincerely,

[Manager's Name]

[Title]

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