

Provisional disciplinary message

Subject: Provisional Warning

Dear [Employee Name],

We are issuing this provisional warning to bring your attention to [specific issue]. While this is not yet a final decision, it is an indication that your behavior is under review and may lead to more serious consequences if not corrected.

You are encouraged to submit your explanation regarding the matter and take corrective action promptly. Your cooperation and commitment to resolving this issue will help determine the next course of action.

Sincerely,

[Manager's Name]

[Title]

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