

# Disciplinary Warning Letter

Subject: Disciplinary Warning

Dear [Employee's Name],

I hope this letter finds you well. The purpose of this communication is to bring to your attention a matter of concern regarding your recent performance and behavior at [Company Name]. We take pride in maintaining a positive work environment that fosters productivity, teamwork, and professionalism. However, it has come to our attention that your actions have deviated from these expected standards.

I would like to highlight the following instances where your conduct has been found to be in violation of our company policies and expectations:

1. [Provide a detailed description of the first incident, including date, time, location, and the specific policy violated.]
2. [Provide a detailed description of the second incident, including date, time, location, and the specific policy violated.]
3. [If applicable, provide additional incidents in a similar format.]

It is crucial to emphasize that such behavior not only disrupts the work environment but also negatively impacts team morale and hinders our overall performance. We expect all employees, including yourself, to adhere to the company's code of conduct and maintain professional conduct at all times.

As a result of the aforementioned incidents, the following disciplinary actions will be implemented:

1. Formal written warning: This letter serves as an official written warning regarding your conduct. It will be placed in your personnel file, and a copy will be provided to you for your records.
2. Performance improvement plan: You will be required to meet with your supervisor to develop a performance improvement plan. This plan will outline specific expectations, goals, and a timeline for improvement. Regular progress meetings will be scheduled to monitor your progress.
3. Training or counseling: Depending on the nature of the violations, you may be required to attend

additional training sessions or counseling sessions to address any underlying issues and develop the necessary skills to improve your conduct.

Please be aware that any further violations of company policies or unsatisfactory performance may result in more severe disciplinary actions, up to and including suspension or termination of employment.

I strongly encourage you to reflect on your actions and take this warning seriously. If you have any concerns or questions regarding this matter, please do not hesitate to discuss them with your supervisor or the Human Resources department.

We believe in your potential to rectify these concerns and regain a positive standing within the company. We hope that this warning serves as a turning point for improvement and that we can count on your commitment to upholding the company's values and standards.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]