

First Disciplinary Warning Letter

Subject: First Warning for Misconduct

Dear Mr. Smith,

This letter serves as a formal warning regarding your recent behavior in the workplace on September 20th. It has been observed that you repeatedly arrived late without notifying your supervisor.

Please consider this letter as a first warning. Continued tardiness may lead to further disciplinary actions including suspension or termination. We encourage you to take immediate corrective action.

Sincerely,

[Your Name]

[Position]

[Company Name]

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