

Serious Disciplinary Warning Letter

Subject: Serious Warning Regarding Conduct

Dear Ms. Johnson,

Following our discussion on October 5th regarding inappropriate behavior in the office, this letter serves as a formal serious warning. Your actions were unprofessional and violated company policies.

Please take immediate corrective measures. Any repetition of such behavior may result in suspension or termination. Your acknowledgment of this warning is required.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/disciplinary-warning-letter>