

Written Warning for Repeated Policy Violation

Subject: Written Warning for Repeated Policy Breaches

Dear Mr. Lee,

This letter is to formally address the repeated violation of company policies concerning internet usage during work hours. Despite verbal reminders, the behavior persists.

This serves as a written warning and any future violation will result in stricter disciplinary action, up to and including termination. You are required to acknowledge receipt of this warning.

Sincerely,

[Your Name]

[HR Manager]

[Company Name]

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