

Disciplinary Warning Letter for Misconduct

Subject: Misconduct Warning

Dear Mr. Thompson,

This letter serves to notify you of unacceptable behavior witnessed in the workplace on October 3rd.

The actions reported are contrary to company policies.

Immediate improvement is required. Any recurrence will lead to more severe disciplinary actions, potentially including termination.

Sincerely,

[Your Name]

[HR Department]

[Company Name]

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