

First Warning Letter for Misconduct

Subject: First Warning for Misconduct

Dear [Employee Name],

This is to formally notify you of a first warning regarding inappropriate conduct observed on [date].

Your actions, specifically [describe behavior], are not in accordance with company policies.

You are expected to correct your behavior immediately. Further incidents will result in stricter disciplinary measures, including a final warning. Please consider this letter a formal notice to adhere to company standards.

Sincerely,

[Your Name]

[Position]

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