

Informal Warning Letter for Minor Misconduct

Subject: Reminder About Company Conduct

Hi [Employee Name],

We noticed an issue on [date] regarding [specific behavior]. While this is not severe, we want to remind you of our company standards and expectations.

Please make sure to avoid repeating this behavior. We appreciate your cooperation and commitment to improvement.

Best regards,

[Supervisor Name]

[Department]

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