

Formal Warning for Alcohol Consumption on Duty

Subject: Formal Warning for Alcohol Consumption on Duty

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct involving the consumption of alcohol during working hours on [date]. Such behavior is a direct violation of our company's code of conduct and workplace policies.

Your actions have not only compromised your professional integrity but also posed a safety risk to your colleagues and the organization. We take such matters very seriously as they affect productivity, reputation, and overall workplace safety.

You are hereby instructed to refrain from any future consumption of alcohol during work hours or on company premises. Failure to comply may result in further disciplinary actions, including suspension or termination of employment.

Please treat this as an opportunity to correct your behavior and maintain the professional standards expected from all employees.

Sincerely,

[Your Name]

[Your Position]

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