

Initial Warning for Alcohol Smell at Workplace

Subject: Preliminary Warning – Alcohol Odor Detected at Work

Dear [Employee Name],

It has been brought to our attention that on [date], you reported to work smelling of alcohol. Although no direct evidence of consumption during work hours has been confirmed, such an impression can damage your professional image and the organization's credibility.

Please treat this as a preliminary warning. We encourage you to be mindful of this perception and ensure that you come to work in a condition suitable for duty.

We value your contribution and trust this will not happen again.

Regards,

[Your Name]

[Your Position]

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