

Professional formal warning for serious misconduct

Subject: Official Warning for Misconduct

Dear [Employee Name],

It has come to our attention that your recent conduct on [Date(s)] violates the company's code of conduct and workplace policies. Specific incidents include [describe misconduct clearly].

This letter serves as a formal warning. Continued behavior of this nature may result in further disciplinary action, including suspension or termination.

We expect you to correct your behavior immediately and adhere to all company policies moving forward. Please acknowledge receipt of this warning and confirm your commitment to improved conduct.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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