Official warning for repeated misconduct incidents

Subject: Serious Warning â€“ Repeated Misconduct

Dear [Employee Name],

This is to formally notify you regarding repeated incidents of misconduct on [Dates/Period]. Despite prior discussions and reminders, your behavior has continued to contravene company policies.

Immediate corrective action is required. Failure to demonstrate improvement may result in stricter disciplinary measures, up to and including termination.

We advise you to review company policies and take steps to prevent recurrence. Please sign and return a copy of this letter acknowledging receipt and understanding.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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