

Initial, preliminary warning for misconduct

Subject: Provisional Warning Regarding Conduct

Dear [Employee Name],

We have received reports of your conduct during [specific incident or period]. This email serves as a preliminary warning while further review is conducted.

Please ensure that you refrain from actions that violate company standards. Additional investigation may follow, and any continued misconduct will result in formal disciplinary steps.

Your cooperation and immediate attention to this matter are expected.

Regards,

[Your Name]

[Position]

[Company Name]

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