Empathetic tone to address behavior while encouraging improvement

Subject: Warning Regarding Conduct

Dear [Employee Name],

We value your contributions to [Company Name]; however, your recent behavior on [Date(s)] has caused concern. Instances include [describe behavior].

While we must issue this warning, we also want to support your improvement. Please review the companyâ€™s code of conduct and take corrective action to avoid further issues.

We are confident in your ability to address this and hope to see positive changes.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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