

Short and direct email warning for minor issues

Subject: Conduct Reminder

Hi [Employee Name],

Your behavior in [specific situation] was inappropriate. Please ensure you follow company guidelines moving forward.

Thank you,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/warning-letter-for-misconduct-or-misbehavior>