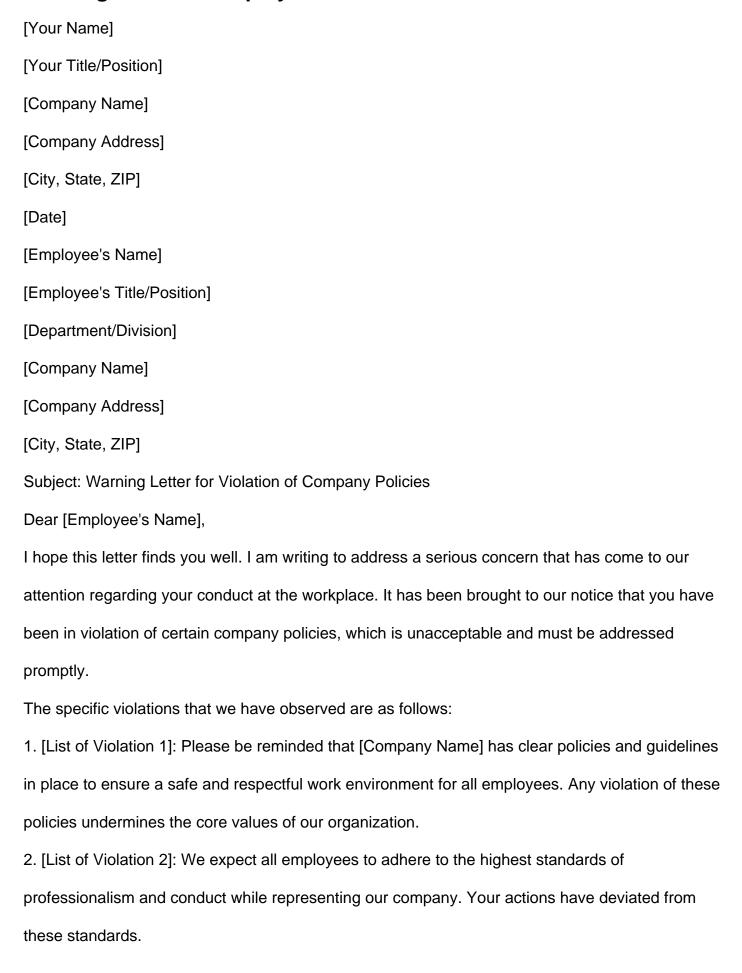
Warning Letter To Employee For Violation



3. [List of Violation 3]: As part of our team, it is imperative that you maintain confidentiality and

protect sensitive information pertaining to the company, its clients, and fellow employees.

These violations are serious and have a detrimental impact on both the workplace atmosphere and

the reputation of our company. As a result, we are left with no choice but to issue you a formal

written warning. Please be aware that any further violations may lead to more severe disciplinary

actions, including possible termination of your employment.

We understand that employees may occasionally make mistakes, but it is crucial that you learn from

this warning and make the necessary changes to rectify your behavior immediately. We encourage

you to review the company's policies and make a genuine effort to comply with them moving

forward.

If you are facing any challenges or have any concerns that may be affecting your behavior, I

encourage you to reach out to your supervisor or the Human Resources department. We are here to

support you and provide guidance to help you navigate any difficulties you may be experiencing.

We expect to see significant improvement in your conduct and adherence to company policies in the

coming weeks. Your immediate attention to this matter is crucial to maintaining a positive work

environment.

Please acknowledge your receipt and understanding of this warning letter by signing and returning a

copy of this letter to the HR department by [date, typically within 3 business days].

If you have any questions or need further clarification, do not hesitate to reach out to me or the HR

department.

Sincerely.

[Your Name]

[Your Title/Position]

[Company Name]

I acknowledge receipt and understanding of this warning letter:

[Employee's Signature]	
[Date]	