

Formal Warning Letter for Policy Violation

Subject: Warning for Violation of Company Policy

Dear [Employee Name],

This letter serves as a formal warning regarding your recent violation of company policies on [specific violation, e.g., attendance, conduct, safety].

On [date], it was observed that you [describe the incident in detail]. This behavior is inconsistent with our company standards and expectations.

We expect you to correct this behavior immediately. Continued violation may result in further disciplinary action, up to and including termination.

Please acknowledge receipt of this warning and contact your supervisor if you have any questions.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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