

Warning for policy violations

Subject: Warning for Misconduct

Dear [Employee Name],

This letter is to formally address an incident of misconduct that occurred on [Date]. The behavior exhibited violates company policies and standards, specifically: [Describe incident briefly].

This warning is intended to correct the behavior and prevent future occurrences. Continued misconduct may lead to further disciplinary actions, including termination.

Please acknowledge receipt of this warning and provide written assurance that corrective action will be taken.

Sincerely,

[Your Name]

[Position]

[Company Name]

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