

[Company Name]  
[Company Address]  
[City, State ZIP Code]  
[Date]

**To:** [Employee Name]  
**Position:** [Employee Position]  
**Department:** [Department Name]

**Subject: Formal Warning Letter for Employee Misconduct**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent behavior and actions that are not in accordance with [Company Name]'s workplace conduct policies.

Specifically, on [date(s) of incident(s)], it was observed/reported that you [describe the nature of the misconduct, e.g., exhibited disrespectful behavior towards colleagues; failed to follow company procedures; violated company policy by... (provide specific details or examples of the incident(s))].

These actions constitute a violation of our standards as outlined in our *Employee Handbook* and are considered a serious matter. Please note that such behavior is unacceptable and falls short of the professional standards expected from all employees at [Company Name].

As a result of this warning, you are required to immediately cease such conduct. Further violations or failure to improve your behavior may result in additional disciplinary action, up to and including termination of employment.

You are encouraged to treat this matter seriously and take the necessary steps to correct your behavior. We are available to support you should you require further clarification regarding company policies or wish to discuss this matter further.

Please acknowledge receipt of this letter by signing below. A copy of this letter will be placed in your personnel file.

Sincerely,

[Manager/Supervisor Name]  
[Manager/Supervisor Title]

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Employee Signature                      Date