

# Formal Warning Letter for Employee Misconduct

Date: [Insert Date]

To:  
[Employee Name]  
[Employee Position/Department]  
[Company Name]

Subject: Formal Warning for Violation of Company Policy

Dear [Employee Name],

This formal warning letter is issued to you as a result of your recent behavior that constitutes a violation of [specify the company policy that was violated, e.g., Attendance Policy, Code of Conduct, Workplace Safety Guidelines, etc.].

## Details of Misconduct:

- Date of Incident: [Insert Date of Incident]
- Description of Violation: [Provide a clear and concise description of the incident, specifying what occurred and which policy was violated]

The above actions are not in line with the standards of conduct expected from employees of [Company Name]. All employees are required to adhere to company policies and procedures at all times to maintain a safe, professional, and productive work environment.

This is an official warning. Please be advised that any further violation of company policies or any recurrence of similar behavior will result in more severe disciplinary action, up to and including termination of employment.

We urge you to view this letter as an opportunity to correct your conduct and demonstrate immediate and sustained improvement. Should you have any questions regarding this warning or the company's policies, you are encouraged to contact [Supervisor/Manager Name] or the Human Resources Department.

Please acknowledge receipt of this letter by signing below.

Sincerely,  
[Supervisor/Manager Name]  
[Supervisor/Manager Title]  
[Company Name]

Employee Acknowledgement:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_