Dear [Employee’s name],

You are receiving this Warning Notice due to your [Misconduct type] that is negatively affecting your performance at work and your team’s productivity. We take [Misconduct type] seriously and expect all our employees to comply with our company’s [Name of policy].

You have violated [Name policy] by [specific example of what they did, i.e., how many times it happened, who is affected, etc.]. We understand unexpected issues can arise. We can be flexible, but we still expect our employees to be professional and act in our company’s best interest.

This warning is considered the first step in [Company name]’s discipline process. You are requested to correct your behavior and [example of how you would expect them to behave in the future]. Otherwise, we’ll have to take further disciplinary action, including termination.

I’m available to discuss any issues you face that have caused your [Misconduct type]. Please, contact me directly if there’s any way I can help you.

Sincerely,

[Your name]

[Signature]