Warning Letter after Disciplinary Inquiry

\_\_(Name)\_\_\_\_\_\_\_\_

\_\_\_\_(Address)\_\_\_\_\_\_

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

**Letter of Warning**

**(after Disciplinary Inquiry)**

Dear ..........................

**Warning Letter**

I refer to the report submitted by your superior [name], about the disciplinary inquiry conducted on ...........…......................

We have found your explanation for [detailed description of the disciplinary lapse] unacceptable.

You are hereby warned that should there be a recurrence, more drastic disciplinary action shall be taken against you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your Name]

Designation:

Date:

I, [Employee’s Name], [I/C Number] hereby acknowledge receipt of this letter.

[Signature].............................