**Disciplinary Issue Warning Letter**

Date: <The date when the letter was generated>

Name: <Full Name of employee>  
Address: <Address of office location>

**Re: Warning for Disciplinary Incident**

Dear <First name of the Employee>,

This letter is to serve an official warning to you for the incident that happened on <Date of Incident>. We were informed about <Describe in brief the Incident>. This kind of misconduct is not expected in the workplace and is against Company Policy <mention the name of policy, page number, section no, para number, or serial number in the company policy document>.

Our policy and guidelines are designed with a goal to make the work environment and company culture open and safe for all employees at all levels. We expect every employee to respect and follow these guidelines to encourage a collaborative and performance-oriented work culture.

Since you have been found to be violating the rules, we are hereby putting you on a warning period <Mention the duration of warning Period>. During this period, your behavior will be monitored.

Any re-occurrence of the violation will ensure strict action against you that may be followed by

(a) Suspension without pay or

(b) Termination without prior notice.

We continue to believe that you are a valuable part of our organization and expect you to show immediate improvements. Looking forward to seeing positive outcomes of this discussion.

If you need of my assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgement of the discussion.

Sincerely,

|  |  |
| --- | --- |
| <Your Name> | <Employee Name> |
| <Title> | <Employee Title and Department> |
| <Date> | <Date> |
| <Signature> | <Employee Signature> |
| <Any notes and follow up action> | |