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

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

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

Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_,

**WARNING LETTER**

We refer to your explanation dated [date] in respect of the charges made against you.

After due consideration of your explanation and the investigation into the matter(s), the Management has concluded that your explanation is not acceptable.

The Management views your failure [to follow the Company’s rules and regulations/code of conducts as (a) serious offence(s).]

Therefore, the Management has decided to serve you with a **Warning** in order for you to improve.  Should you fail to adhere to this reminder, and if you repeat the same misconduct, the Management will take more serious actions, which may include stern warning/dismissal.

Please acknowledge receipt of this letter by signing and returning the attached duplicate copy to us.

Yours Sincerely,

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

(MR.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Designation:

Date:

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

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