

Document title



EMPLOYEE WRITTEN WARNING TEMPLATE

[Company name/address or letterhead]

Employee name and position:

Employee Address:

Employee supervisor:

Human resources contact:

Type of written warning (e.g., first, final):

[Date]

Re: Written warning - [Issue]

Dear [Employee name],

This letter serves as a formal written warning in response to concerns about your [performance/conduct/attendance]. It reflects the seriousness of the matter and our efforts to address it constructively, in accordance with our company's discipline policy.

On [specific date(s)], concerns were raised regarding [brief description of the behavior or issue]. A verbal warning was issued on [date] in response to [summary of the issue addressed]. Despite this prior discussion, the issue has persisted, prompting the need for this written warning. This ongoing behavior does not meet the standards expected of employees and is not in alignment with our company policy regarding [specific policy reference].

As addressed during our recent meeting, this type of [behavior/issue] is unacceptable and requires immediate improvement. Your actions have had a negative impact on [productivity/team morale/customer service/safety], which affects overall operations and team effectiveness. This is especially concerning in light of previous discussions, the expectations clearly communicated to you, and any relevant training that has already been provided.

Moving forward, we expect you to [clearly outline specific behavioral or performance changes required]. This includes [list 2-3 specific, measurable expectations]. To support you in making these improvements, we will provide [mention any training, resources, or support being offered].

You must demonstrate consistent improvement in these areas by [specific date]. We will conduct a follow-up review on [date] to assess your progress. During this probationary period, your performance will be closely monitored, and any additional incidents or failure to meet these expectations may result in further disciplinary action, up to and including termination of employment.

We value your contributions and are committed to supporting your success. However, it is important that you recognize the seriousness of this matter and take immediate steps to correct the issue.

Please acknowledge receipt of this letter by signing and returning the attached copy. If you have questions about the expectations outlined or wish to discuss this further, contact me directly. You may also submit a written response to be included in your personnel file.

We trust you will take this warning seriously and demonstrate the necessary improvements in your [performance/conduct]. We look forward to seeing positive changes moving forward.

Sincerely,
[Supervisor/manager name]
[Title]

Employee acknowledgment

I acknowledge receipt of this written warning. My signature below confirms that I have read and understand the contents of this letter, including the expectations and potential consequences discussed with me.

Employee Signature: _____ Date: _____