

Employee Warning Notice Email Template Sample #4

Date:

To,

Name _____

Address _____

Subject: Employee warning notice email template

From,

Name _____

Address _____

Dear _____,

As we recently discussed that some negatively affecting both your individual performance at work and your team productivity. We take seriously and we expect all our employee. We do understand that unexpected issues may arise occasionally. But, we still expect our employees to be professional and act in our companies best interest.

So, this is your first warning notice to you. We expect you to correct your behavior. Otherwise, we will have to take further disciplinary action.

I am available to discuss any complications you face. Please contact me directly if there any way I can help you.

Your Sincerely,

Name _____

Signature _____