

Date:

Name of the Employee  
Position

Name of the Employer  
Title

Subject: Written Warning (Nature of misconduct eg: Unprofessional Conduct)

This letter serves as formal reprimand for your unprofessional conduct. (State issue in detail here)

On < date> you attended a meeting with <insert name of others at the meeting>. At this meeting you were advised that your <your behavior is not acceptable>. You were issued with a formal warning letter /email dated < date>, specifically asking you to improve your <conduct >

You were provided with <specify nature of intervention> to help you overcome the behavior.

On < date>, you attended another meeting with <insert names of others at the meeting> and we informed you once again that your <conduct> was unsatisfactory. You were provided with a second warning letter dated <date>.

Your repeated violations of company policy and refusal to follow instructions / <state any other misconduct> is unacceptable. It violates <state company policy> and has a negative impact on the functioning of the company <state any other adverse impact on the company>.

This is a final warning letter. Any further violations of company policy / failure to change your behavior / perform in accordance with our standards shall result in immediate dismissal without further warning. To reiterate, our expectation is that you <insert details of expected outcomes>.

Yours sincerely,

<Insert name>  
<Insert position>

I acknowledge that I have been afforded the opportunity to review and sign the correspondence before being placed in my personal file.

Name of Employee

Date

Signature