

Date: _____
To: _____
Position: _____
Department: _____

Supervisory Warning Letter for Unacceptable Behavior

Dear _____,

This letter serves as a formal warning regarding your recent conduct at work. It has come to our attention that on _____, your behavior was not in accordance with the company's expectations and standards.

Specifically, the following unacceptable behavior was observed:

Please be reminded that such behavior violates our company policies, and it is important to adhere to the workplace code of conduct at all times.

Continued unacceptable behavior may result in further disciplinary action, up to and including termination of employment. We expect immediate and sustained improvement in your conduct.

If you have any questions or would like to discuss this matter further, please contact your supervisor or the Human Resources department.

Sincerely,

Supervisor Name: _____

Title: _____

(Please sign below to acknowledge receipt of this warning letter.)

Employee Signature: _____

Date: _____