

# Employee Warning Letter

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

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Subject:** Warning for Workplace Conduct Violation

**Description of Violation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) of Incident:** \_\_\_\_\_

**Company Policy Violated:** \_\_\_\_\_  
\_\_\_\_\_

**Corrective Action Required:** \_\_\_\_\_  
\_\_\_\_\_

**Consequences of Further Violation:**  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor/Manager

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

Employee

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

Acknowledgement: By signing above, you acknowledge receipt of this warning letter and understand its contents.