

# 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.