

# EMPLOYEE WARNING LETTER

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

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

Manager/Supervisor: \_\_\_\_\_

## **Subject: Formal Employee Warning**

This letter serves as a formal warning regarding your conduct and performance at this company. It is intended to inform you of specific issues that must be addressed immediately and to document our efforts to assist you in improving your work behavior. Failure to correct the issues described may result in further disciplinary action up to and including termination of employment.

### **1. Description of Incident(s) or Performance Issues**

On multiple occasions, it has been observed that your conduct/performance has not met company standards. Specific incidents include, but are not limited to, failure to meet deadlines, unprofessional behavior towards colleagues, and neglect of assigned duties. These actions violate company policies and expectations as outlined in your employee handbook.

### **2. Previous Counseling/Warnings**

You have previously received verbal and/or written warnings regarding similar issues on the following dates: [list dates or 'N/A' if none]. Despite these discussions, the concerning behaviors have persisted without satisfactory improvement.

### **3. Expectations and Required Improvements**

You are hereby instructed to correct the identified issues immediately. This includes adhering to work schedules, maintaining professional conduct at all times, completing assigned tasks with due diligence, and complying with all company policies. Continued failure to meet these expectations will result in additional disciplinary measures.

### **4. Support and Resources**

The company is committed to supporting your success. You are encouraged to communicate with your supervisor or Human Resources if you require assistance or accommodations to fulfill your job responsibilities.

### **5. Consequences of Non-Compliance**

Please be advised that failure to improve your conduct and performance as outlined may lead to further disciplinary action, including suspension, demotion, or termination of employment.

### **6. Employee Acknowledgment**

Your signature below acknowledges receipt of this warning letter and your understanding of its contents. It does not necessarily indicate agreement but confirms that you have been informed.

### **7. Confidentiality**

This warning letter is a confidential document and shall be kept in your personnel file. Unauthorized disclosure of this document is prohibited.

### **8. Legal Rights and Compliance**

This warning letter is issued in compliance with applicable federal, state, and local laws. Nothing in this document alters the at-will employment relationship or your rights under law.

**9. Appeal Process**

You have the right to respond to this warning in writing within a reasonable time frame and to request a meeting with management or Human Resources to discuss any concerns.

**10. Acknowledgment of Receipt**

Please sign and date below to acknowledge receipt of this warning letter. If you refuse to sign, this will be documented accordingly.

**EMPLOYEE SIGNATURE**

**MANAGER/SUPERVISOR SIGNATURE**

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

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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