[Employer's Name]  
[Employer's Designation]  
[Organization]  
[Address]  
[City], [Zip Code]

[Date]

**Subject: Warning for Disciplinary Violation**

Dear [Employee's Name],

We care to inform you about the recent incident that took place on [Date]. We took notice of [The Incident] and this misconduct can never be tolerated in a work environment like this. We would rather take the matter very seriously and imply an official warning.

Our company aims to achieve excellence by teamwork and performance activists. We all consider ourselves a part of this bigger team and strive to achieve discipline and a safe working environment. So, we expect our fellow colleagues to follow these guidelines, unlike in your case the violation of Company Policy [Policy name, Section and Page number] was committed.

Since we found you violating Company's policy, thus we are giving you a warning letter which contains [Days] of violation period. It this phase we hope you improve your performance for your own good because a team of supervisors would be closely monitoring you. Any violence and un-disciplined action will lead you to further penalties.

We hope to see good behavior reflecting both your personality and work. If not, we may proceed to suspension or termination on your behalf.

Sincerely,                                                                                     Employee's Signature: [Signature]

[Your Signature]

Dated: [Date]