Date

Name

Address

Dear Mr. Johnathan,

This warning letter is being issued for your non-adherence to the ABC Limited’s policies regarding the COVID-19 SOPs.

The current scenario is quite unprecedented and requires us to take care not only of ourselves, but the people around us as well. The COVID-19 is affecting all of us, the way we live, the way we work, etc. Therefore, we have enacted the policies of SOPs, which need to be strictly followed to keep everyone safe.

However, we have received many complaints against you for going against the SOPs. Often, the guards have stopped you for not wearing a mask, and you have shown rude behavior to them, or laughed the instructions away. Even in the office and meetings, you have been observed as someone not following the SOPs.

We cannot tolerate this, as our priority is everyone’s safety. We have often given you warnings orally, but have not experienced any change in your behavior, which pushed us to issue you this written warning, which is going to become a part of your employee file.

If you still do not improve your adherence, and understand the necessity of the circumstances, you will be suspended, which can be followed by your termination.

We hope to see a change. Thank you.

Regards,

Sarah Wilson.