Date:

Name of employee  
Address of employee

**Re: Warning for Disciplinary Action on [X]**

Dear (Name of employee),

This letter aims to provide you with an official warning for the incident which happened on (date).

We were told about the incident and this misconduct is against our work ethics. (State what the employee did). Our company’s policy (give the name of policy) states that disciplinary action will be taken due to this misconduct.

The company’s policy and guidelines are made with the aim of creating a good workplace environment. We expect all employees to respect there.

You have been violating the rules and so this warning has been sent to you. If this violation occurs again, action will be taken.

Sincerely,

Your Name  
Title

Signature