Date

To:

Name of the employee:  
Name of the company:

**Subject: Warning letter for [X[**

Respected Mr. ABC,

It has been brought to my notice that you are not following the procedures of the company. The company has prescribed various procedures to its employees and all the employees are required to follow those instructions.

A company pronounces a course of action for every person that ensures discipline in the company. When some of the employees don’t follow that course of action, they show that they have no respect for the organization they work for. Due to this, the company is issuing you a warning letter.

I hope that receiving the reprimand letter will correct your behavior and help you understand the seriousness of the matter. Please note that failure to follow the procedure in the future will result in dire consequences in the future. If you have anything important to discuss with me regarding this matter, I am ready to arrange a meeting with you.

Name of the employer

Signatures

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