

On Company Letter Head

Warning Letter

Date: _____

To,

[Employee Name]

[Designation]

[Department]

Subject: Warning Letter for Misconduct

Dear [Employee's Name],

It has been brought to the management's attention that you were involved in misconduct on [mention date/incident details briefly]. Such behavior is considered unacceptable and is a violation of the company's code of conduct.

Please note that misconduct not only affects workplace harmony but also goes against the professional standards expected from all employees. You are hereby instructed to refrain from repeating such behavior in the future.

This letter serves as a formal warning. Any further instance of misconduct may result in stricter disciplinary action, which could include suspension or termination of employment.

You are advised to treat this matter with utmost seriousness and take corrective steps immediately.

For, ABC Corporation,

Authorized Signatory

HRBP- Manager

Cc:

1. Personnel File
2. Reporting Manager
3. VP-Operations.

KARNATAKA HR HUB

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