

On Company Letter Head

Warning Letter

Date: _____

To,

[Employee Name]

[Designation]

[Department]

Subject: Warning Letter for Unprofessional Behavior

This letter serves as a warning for your unprofessional behavior at the workplace **mention the unprofessional behavior incident along with clause of policy and mention Policy name for more clarity** Instances reported include inappropriate communication and failure to adhere to professional standards.

Such behavior is unacceptable and must not be repeated.

You are advised to treat this matter seriously and take immediate corrective steps.

For, ABC Corporation,

Authorized Signatory

HRBP- Manager

Cc:

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

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