

[Company Name] - Employee Conduct Warning Memo

Date:

[Insert Date]

To:

[Employee Name]

From:

[Supervisor Name & Title]

Subject:

Official Warning for Policy Violation

Dear [Employee Name],

This memo serves as an official warning regarding your recent conduct observed on [Insert Date(s)]. The following violation was noted:

Violation Description:

[Clearly state the behavior or policy breach]

Supervisor's Statement:

[Explain the context and how it affected team performance, compliance, or workplace environment]

Improvement Expectations:

You are expected to correct this behavior immediately. A follow-up review will take place on [Insert Timeline, e.g., "within 14 business days"].

Continued violations may result in further disciplinary actions, up to and including termination.

Please sign below to acknowledge receipt of this memo.

Employee Signature: _____

Supervisor Signature: _____

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