**[Address (*Street, City, Province/State)*]**

**[Zip Code]**

**[Recipient]**

**[Address]**

**[Date]**

Object: Written Warning

Dear **[First Last]**,

The purpose of this letter is to formally inform you of **[reasons for the warning].** Such behavior is not tolerated at **[name of the company]** and must be addressed as quickly as possible.

A verbal warning was already given to you by **[name of the supervisor]** regarding this issue on **[date]**. During the meeting, your supervisor mentioned **[reminder of what was discussed, the expectations that were set, and the tools or potential solutions suggested]**. Despite this, the problem underlined in this warning is still ongoing with little or no visible improvement.

As a result, we wish to inform you that if **[specify the wrongful behavior]** continues, more serious actions will be taken. The next step of the disciplinary action is **[specify the sanction]** and could lead to more severe consequences.

We reiterate that this situation must be addressed as quickly as possible. The recommended solutions are as follows: **[potential solutions]**.

We are counting on your collaboration.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the supervisor Signature Date

**I confirm that I have read, understood, and accepted the content of this notice.**

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Name of the employee Signature Date

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