

WARNING LETTER FOR MISCONDUCT

DATE

[Employee's Name]

[Employee's Street Address]

[Employee's City, State, and Zip Code]

Dear [Employee's last name]

This letter is a formal warning regarding your improper conduct during an employee meeting at our office on [date] when you yelled and insulted the chairman, who is also a director of our company.

That behavior is wholly inappropriate, and in accordance with our previous discussion, we cannot condone it since it violates our employee code of conduct. You are thus warned that engaging in such behavior will result in further disciplinary action.

Please be aware that our staff has placed you under strict supervision to ensure that you always follow our code of conduct.

Be informed, warned, and cautioned accordingly.

Sincerely