

(Please, replace Workly logo with your company’s logo)

**Warning Letter**

Date issued:

Name (of the person issuing the warning):

Position:

Sub.-Warning Letter

Dear Mr/Mrs,

This letter is to notify you that recent aspects, your (overall behavior/performance) in the office are unacceptable. The following complaints have been raised against you:

 (Describe in detail)

|  |
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|  |

The actions you need to take to improve your performance are as follows:

(Describe in detail)

|  |
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|  |

I am confident that you will take the necessary steps to improve this issue otherwise this situation would never be resolved and could lead to strict actions, potentially damaging your salary or impacting your employment.

There is no place for this type of behavior in our company, so please take this urgent matter very seriously.

Yours sincerely,

Your Name,

Company:

Phone number:

Email: