

WARNING LETTER TO EMPLOYEE SAMPLE

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Introduction

A warning letter to an employee is issued by the boss/employer for unacceptable behavior or action on the part of the employee. This letter is used as a last resort to inform the employee that his/her actions will not be taken lightly hereafter and that he/she has to mend ways. If the employee repeats the same unethical action despite this warning, the organization holds rights to suspend or relieve the concerned employee from effective service.

Warning letter to employee sample Tips

Here are some useful tips for writing a warning letter to employee:

- Begin letter by briefly explaining that the specific behavior/action by the employee is unacceptable since it has occurred despite repeated earlier verbal warnings.
- Ask the employee to treat this letter as a warning for the said behavior/action.
- Mention that if the trend continues, the organization will have to take stern actions like suspension/removal from work.
- End by asking employee to overcome follies and observe good conduct hereafter.

Sample Warning letter to employee sample

Mr. John Delaware

673, Park Avenue

Michigan.

24Aug2013

Subject: Warning

Dear Mr. John,

It is a matter of serious concern that you have been coming late to work and with a heavy hang-over in the recent past despite repeated verbal warnings. Please treat this letter as a warning for your unacceptable behavior.

We have received complaints from your co-workers of your reckless behavior and foul language on the days you report to work after consuming alcohol. They have refused to work in the same team of which you are a part.

Although you have been an asset to this organization and achieved tremendous success in your endeavors due to your intelligence and determination, the turn towards alcoholism has taken its toll.

We would be left with no choice but to suspend you from work if this unethical behavior continues. You can approach our clinical psychiatrist if you need any assistance with your addiction problems.

We expect you to rectify your follies and observe good conduct from hereon.

Regards,

George Victor

HR Manager

Siemens Pvt Ltd

Warning letter to employee sample Template

_____ (employee's name)

_____ (employee's address)

Date _____ (date of writing letter)

Subject: Warning

Dear _____, (employee's name)

It is a matter of serious concern that (briefly state employee's unacceptable action/behavior) despite repeated verbal warnings. Please treat this letter as a warning for your unacceptable behavior.

We would be left with no choice but to suspend or relieve you from work if this unethical behavior continues.

We expect you to rectify your follies and observe good conduct from hereon.

Regards,

_____ (your name)

_____ (your designation)

_____ (office address)

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