**Included:**

Introduction

Warning Letter Tips

Sample Warning Letter

Warning Letter Template

Warning Letter

Letters.org

**Introduction**

A warning letter to an employee is issued by the boss/employer for unacceptable behavior/ action. This letter is used as a last resort to inform the employee that his/her actions will attract stern action hereafter if he/she does not mend ways. Mention specific date of issuing verbal warnings/counseling if any. Ask the employee to overcome these shortcomings in a firm yet formal tone.

**Warning Letter Tips**

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

* Begin letter by briefly describing the unacceptable behavior/action of the employee which has occurred despite repeated warnings.
* Mention other complaints received from your staff if any.
* Ask the employee to treat this letter as a warning for the said behavior/action.
* Mention date of counseling given if any.
* Mention that if this continues, you will refer the matter to higher authorities for necessary action.
* End by asking employee to overcome shortcomings and observe good conduct hereafter.

Sample Warning Letter

Prince Paul

#25, Brigade Millennium

London

UK

08Aug2013

Subject: Warning

Dear Mr. Prince,

It is a matter of serious concern that you have been using office property to fulfill your personal commitments. Although it was brought to your notice repeatedly, you have continued using the printer and scanner in the office to generate posters for your child’s project-works.

We have also received complaints from your staff that you have meted out harsh treatment to those who have not obliged you for your personal jobs. I wish to bring it to your notice that I am issuing this letter as a warning for your misconduct.

I hope you correct your habits especially after the counseling you received in this regard on 06August2013. If my office receives further complaints in this regard, the matter will be referred to higher authorities for necessary action.

I hope to see you rectifying these shortcomings and observe good conduct hereafter.

Regards,

George Watson

Senior Manager-HR

Siemens Controls Ltd

# Warning Letter 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 you have ….. (briefly describe employee’s unacceptable action/behavior).

# We have also received other complaints regarding…(mention other complaints received from your staff if any). I wish to bring it to your notice that I am issuing this letter as a warning for this misconduct.

# I hope you correct your habits especially after the counseling you received in this regard on ….(mention date). If my office receives further complaints in this regard, the matter will be referred to higher authorities for necessary action.

# I hope to see you rectifying these shortcomings and observe good conduct hereafter.

# Regards,

# \_\_\_\_\_\_\_\_\_\_ (your name)

# \_\_\_\_\_\_\_\_\_\_ (your designation)

# \_\_\_\_\_\_\_\_\_\_ (office address)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org