

WARNING LETTER

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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)

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