

[COMPANY NAME]

[Street address, City, Country] • [Phone] • [email@company.com] • [www.company.com]

Ref: [HR/WRN/2026/001]

Date: [DD Month YYYY]

[Employee Name]

[Designation], [Department]

[Employee ID: EMP-000]

Subject: [First / Final] Written Warning — [Reason, e.g. Repeated Late Attendance]

Dear [Employee Name],

This letter is a formal [first / final] written warning about [the issue, e.g. your repeated late arrival at work]. On [dates or period], [the facts, e.g. you arrived after 10:00 am on six occasions without approval], which is against [the company's attendance policy / section x of the employee handbook].

This was discussed with you on [Date of meeting or verbal warning], when you [explanation given, if any]. Despite this, the issue has continued.

From [Date], we expect you to [the specific improvement, e.g. arrive by 9:00 am every working day]. Your manager will review progress on [Date]. If you need support to meet this standard, please speak to [HR / your manager].

If there is no improvement, or the conduct is repeated, the company may take further disciplinary action, up to and including termination of employment.

A copy of this letter will be kept in your personnel file.

Yours sincerely,

[Name]

[Designation, e.g. HR Manager]

[Company Name]

EMPLOYEE ACKNOWLEDGEMENT

I have received this letter. My signature does not necessarily mean I agree with its contents.

Employee signature: _____ Date: _____