



Employee Warning Emails

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Warning for poor conduct

Dear

This letter serves as an official warning for you regarding an incident that occurred on (date) in the office. The behavior you displayed is unacceptable and a violation of section (x) of our code of conduct.

As a consequence of your misconduct, we have decided to place you in a warning period (date) during which your behavior will be monitored, and any violations during this period will result in either

- Suspension of pay
- Termination without prior notice

We expect you to show marked improvements in your behavior. We are looking forward to a positive outcome.

Regards

Sender A

Warning for bad performance

Dear,

We have observed that your performance has not been up to our expected standards in the past few months. Therefore, we have put you on the list of poor performers.

We expect you to bring your performance up to appropriate levels. Failure to do so shall result in appropriate disciplinary action.

We expect to receive from you a formal report with the reasons for your poor performance within one week from receipt of this letter.

Regards



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