
Warning Letter For Misconduct

June 19, 2024

Michael Williams
IT Specialist
Information Technology Department

Dear Michael,

Subject: Warning Letter for Misconduct

I hope this letter finds you well. This letter serves as an official warning regarding your recent conduct at XYZ Corporation. We have observed instances of behavior that do not meet the professional standards expected of your role as an IT Specialist.

Specifically, the following incidents need immediate attention:

1. Inappropriate language used during a team meeting on May 29, 2024.
2. Disrespectful behavior towards a colleague on June 2, 2024.
3. Unauthorized access to restricted company information on June 10, 2024.

Despite previous discussions and reminders about our conduct policies, there has been no noticeable improvement. We want to emphasize that maintaining professional conduct is crucial for the smooth operation and reputation of our team and company.

To support your improvement, we propose the following steps:

1. Attend a mandatory workshop on workplace behavior and ethics.
2. Regular check-ins with your supervisor to discuss progress and behavior.
3. Adhere strictly to the company's code of conduct and policies.

Failure to demonstrate significant improvement in your behavior may result in further disciplinary actions, up to and including termination of employment.

We are committed to supporting you in this improvement process and are confident in your ability to meet the required standards. Please acknowledge receipt of this letter and your understanding of its contents by signing and returning a copy.

Sincerely,

Laura Smith

HR Manager

laura.smith@xyzcorp.com

Acknowledgment:

I, Michael Williams, acknowledge receipt of this warning letter and understand its contents.

Signature: _____

Date: _____