

Written Warning at Work

Widget Enterprises 400 Industry Way Techville, TX 78701 November 5, 2024

John Doe 789 Employee Drive Techtown, TX 78702

Subject: Written Warning

Dear John Doe,

This letter is to serve as a formal written warning in response to the incident on October 30, 2024, which constitutes a breach of company policy. It has been noted that you were repeatedly late to work without proper notification, which is in violation of our Time Management Policy.

Description of Incident: On October 30, 2024, you arrived at work 45 minutes late without prior notification or acceptable reason. This behavior disrupts the workflow and affects team productivity.

Previous Discussions: This issue was previously discussed with you on October 15, 2024, when you were given an opportunity to correct your behavior/actions.

Expectations Going Forward: We value your contributions to the team; however, it is essential that you adhere to the company policies and standards. We expect you to:

1. Arrive at work on time, as scheduled.
2. Inform your supervisor at least 30 minutes in advance if you anticipate being late.

Failure to meet these expectations or any further violation of company policies may result in further disciplinary action, up to and including termination.

Acknowledgment: Please sign and date this letter below to acknowledge your receipt and understanding of this warning. Signing this does not signify agreement with the

contents, but it does acknowledge that you have been informed of your misconduct and the company's expectations.

Employee's Signature: [Space for signature]

Date: [Space for date]

Supervisor/HR Representative Signature: [Space for signature]

Date: [Space for date]

We trust you will take this warning seriously and make the necessary changes. If you have any questions or need clarification about what is expected of you, please feel free to reach out to your supervisor or HR department.

Sincerely,

Jane Smith

Human Resources Manager

Widget Enterprises

jane.smith@widgetenterprises.com