

Employee Warning Letter

What to Do While Issuing a Warning Letter to an Employee?

Use the following guidelines to issue a warning letter to an employee. By adhering to these, you will ensure that the process has the desired impact.

- Start by scheduling a meeting with the employee to discuss the issue via email or a written request. (if the employee is not on email).
- Subsequently, follow it up with a phone call to ensure the employee understands the importance of the meeting.
- It is advisable to discuss the warning letter in a formal setting such as a meeting room, your office or a supervisor's cabin and never in public places such as restaurants or company cafeteria.
- Additionally, always create the employee warning notice on your company's letterhead.
- After that, print two copies of the warning letter, one for the employee and the other for office records.
- Now, start the discussion by sharing why you have set up the meeting and then discuss the issue with the employee, citing specific areas that were of concern. Moreover, gather in-depth details about the issue beforehand, since the employee will often try to justify their behavior.
- Explain to the employee the specific outcomes you expect within the given timeline.
- Subsequently, document the employee's thoughts (if any) on the company copy of the warning letter.
- Finally, share a signed copy of the warning letter with the employee and get the signature of the employee on the company copy. File the letter in employee records.

General Warning Letter Sample

Date: [Date]

To: [Employee Name]

Designation: [Designation]

Department: [Department]

Employee ID: [ID]

Subject: Warning Letter for [Reason]

Dear [Employee Name],

This letter serves as a formal warning regarding <mention issue>.

The company has noted that <provide details of the incident, behavior, or performance concern, including relevant dates and facts>. Such conduct/performance is not in line with the standards, expectations, and policies of the organization.

You are expected to take immediate corrective action and demonstrate improvement within <time period>. Further disciplinary action will be taken if you fail to improve, in accordance with company policies and standards.

Please sign this letter to acknowledge that you have received and understood this warning.

Regards,

[Name]

[Designation]

[Company Name]

Acknowledgment:

Employee Signature: _____

Date: _____