Conduct warning letter

[Company name]

[Date]

To: [Employee name], [Job title]
From: [Manager name], [Title]
Subject: Written warning: workplace conduct

This letter is a written warning about your conduct on [date].

What happened
On [date] at about [time], [describe the behavior factually, what was said or done, who was present]. [We spoke with (number) witnesses and reviewed (records).]

Why it matters
This conduct does not meet our [policy name, handbook section], which requires [the standard in plain words].

What we expect
- [Specific behavior expected, such as: speak to customers and coworkers without profanity or raised voices]
- [If you disagree with a coworker or customer, step away and bring in the shift lead]

If this conduct happens again, the next step may be [a final written warning / termination]. This letter does not change the at-will nature of your employment.

You may add a written response, which will be kept in your file with this letter.

[Manager name]
[Title]

By signing, I confirm that I received this warning and that it was discussed with me. My signature does not mean I agree. I may add a written response, which will be kept with this notice.

Employee signature _____ Date _____

Manager signature _____ Date _____

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