

Date: June 10, 2024

Ref No.: HR/2024/052

To,

Mr. John Doe
Software Engineer
ABC Corporation Pvt. Ltd.

Subject: Formal Warning Letter for Non-Compliance

Dear Mr. Doe,

This letter serves as an official formal warning regarding your recent non-compliance with the company's Code of Conduct, specifically in relation to repeated late submissions of project reports, despite previous verbal reminders.

As per our records, you have failed to submit your weekly project updates on three occasions over the past month. Timely submission of these reports is crucial for project tracking and departmental coordination.

Please treat this as a final warning. Any further violations will compel the management to consider stricter disciplinary actions, up to and including termination of employment.

We expect your immediate compliance. Should you require any clarification, you may reach out to your reporting manager or HR.

Regards,
Jane Smith
Manager – Human Resources
ABC Corporation Pvt. Ltd.

Important Notes:

- Always retain a signed copy of the warning letter in the employee's file.
- Ensure specific incidents and dates are mentioned for clarity and record-keeping.
- Allow the employee an opportunity to clarify or respond to the allegations.
- This letter should be issued after verbal warnings and counseling sessions have been conducted.
- Maintain confidentiality when handling disciplinary matters.