
Warning Letter to Contractor for Misconduct

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Dear [Contractor's Name],

This letter is being issued to address concerns regarding recent misconduct observed on [specific date] at [project/site name], which involved your actions while performing work under contract with [Company Name]. Specifically, it has come to our attention that [describe the misconduct], which is a breach of the terms and conditions outlined in our contract and company policies.

Such behavior is unprofessional and unacceptable, as it affects the quality of work and the reputation of our company. It is critical that contractors adhere to our code of conduct and maintain the highest standards of professionalism while on-site.

We expect the following corrective actions to be taken immediately:

1. Refrain from any further violations of our conduct standards.

2. Address the misconduct with your team to ensure it does not recur.
3. Provide a written acknowledgment of this warning by [specific date].

Please be advised that any future incidents of this nature will result in the termination of our contract and potential legal action.

If you have any questions or need further clarification, do not hesitate to reach out to me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]