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# Employee Warning Memo

## MEMORANDUM

**To:**

[Employee's Name/Department]

**From:**

[Manager's Name/Department]

**Date:**

[Current Date]

**Subject:**

**Employee Warning for [Specific Issue]**

### Introduction

This memo serves as a formal warning regarding your recent behavior/performance, which has been below the expected standard.

### Main Message

It has been observed that:

- **[Specific Incident/Behavior]:** [Details of what happened, date, time, etc.]
- **[Impact of the Issue]:** How this behavior or performance issue affects work, team morale, or the organization.

You are expected to take immediate corrective action to improve in this area.

### **Action Required**

- **Immediate Steps:** [Specific steps the employee needs to take to rectify the issue]
- **Monitoring Period:** [Duration of monitoring, if applicable]
- **Consequences of Non-Improvement:** Failure to improve could result in further disciplinary action, up to and including termination.

### **Conclusion**

We expect you to address these concerns promptly. Please feel free to discuss any issues or concerns you may have regarding this matter with your supervisor.

Thank you for your attention.

**[Manager's Name]**

[Manager's Position]

[Contact Information]