
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]