

Employee Warning Notice Email Template

Subject: Important - Employee Warning Notice

Dear [Employee Name],

1. Introduction

I am writing to formally address a matter of concern regarding your recent conduct/performance at [Company Name]. This email serves as an official warning notice and outlines the specific issues, expected improvements, and potential consequences if the situation does not improve.

2. Details of the Issue

We have observed the following behavior(s)/performance issue(s):

- [Specific incident or ongoing problem]
- [Date(s) and time(s) of occurrence]
- [Impact on the team/company]
- [Violation of company policy or expected standards]

3. Previous Communications

This issue has been previously addressed in the following manner:

- [Date and method of first verbal warning, if applicable]
- [Date and details of any previous written warnings]
- [Summary of any informal discussions or coaching sessions]

4. Company Policies and Expectations

Your actions/performance are in violation of the following company policies and expectations:

- [Specific policy name and section]
- [Expected standard of behavior or performance]
- [Reference to employee handbook or relevant documentation]

5. Required Improvements

To address this issue, we expect the following improvements:

- [Specific action item 1]
- [Specific action item 2]
- [Specific action item 3]
- [Timeline for implementing these improvements]

6. Support and Resources

To assist you in making these improvements, the company will provide:

- [Additional training or resources]
- [Mentoring or coaching opportunities]
- [Regular check-ins with supervisor]
- [Employee assistance program information, if applicable]

7. Consequences of Non-Improvement

Please be aware that failure to improve in the specified areas may result in:

- Further disciplinary action
- Suspension without pay
- Demotion or transfer
- Termination of employment

8. Performance Improvement Plan (PIP)

As part of this warning, you will be placed on a Performance Improvement Plan (PIP) for [duration, e.g., 30/60/90 days]. The PIP will include:

- Specific goals and objectives
- Regular progress meetings
- Measurable outcomes
- Timeline for reassessment

9. Right to Appeal

You have the right to appeal this warning notice. If you wish to do so, please follow the company's appeal process as outlined in [section of employee handbook or HR policy].

10. Acknowledgment and Next Steps

Please reply to this email to acknowledge receipt of this warning notice. Your response does not necessarily indicate agreement with the content, but confirms that you have read and understood the message.

We will schedule a meeting on [date and time] to discuss this notice in person and address any questions or concerns you may have.

11. Confidentiality

This warning notice is a confidential matter between you, your supervisor, and the Human Resources department. We expect you to maintain this confidentiality and not discuss this matter with your colleagues.

12. Moving Forward

We value your contributions to [Company Name] and believe that you have the potential to overcome these challenges. Our goal is to work together to improve your performance and ensure your success within the organization.

If you have any immediate questions or concerns, please don't hesitate to contact me or the Human Resources department.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

CC:

- Human Resources Department
- [Employee's direct supervisor, if different from sender]
- [Other relevant parties, e.g., Department Head, Legal Department]

Attachments:

- Copy of relevant company policies
- Performance Improvement Plan (PIP) document
- Employee Rights and Responsibilities document

Note: This template should be customized to fit your company's specific policies, procedures, and the particular situation at hand. Always consult with your Human Resources department and, if necessary, legal counsel before issuing a formal warning notice to ensure compliance with local labor laws and company policies.