**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Warning Notice for Misbehaviour on Specific Occasion

It has come to our notice that your behaviour on **#date of occurrence#** towards **#Subordinates or Managers or Colleagues or Specify Name#** was uncalled for and inappropriate. Such behaviour is detrimental to the decorum and dignity of our work environment, going against the sanctity of respect towards colleagues.

We take very serious cognizance of your actions and consider it a violation of the code of conduct in our organization. This misconduct makes you liable for necessary action, as per our company policy.

Hence, you are hereby strictly warned to refrain from repeating such behaviour and to be very careful with your actions in future. Failure to do so may result in further corrective action up to and including termination of your employment with us.

You are further advised to submit a written explanation on your unethical act as soon as you receive this letter.

On behalf of **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Name#**

**#Signing Authority Designation#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_