

Letter of Warning Sample

Lori J. Thomas

1213 Joy Lane
Anaheim, CA 92801

Dear Mr. Thomas,

This letter is a written record of the meeting we engaged in on January 4th, 2009, after your issue with human resources. We identified the following breaches of employee conduct in the action you took:

Section 3. a)

Section 5 c)

Section 8 f)

I would like to put you on notice that your action are being watched, and that any further violations of the companies employee policy may result in your termination. Please be extra careful in the way you conduct yourself from now on.

Santoro Sanitation