

**Letter of Warning**  
(after Disciplinary Inquiry)

Date

Name  
Department

**PRIVATE & CONFIDENTIAL**

Dear .....

**Warning Letter**

I refer to the report submitted by your superior [name], with regard to the disciplinary inquiry conducted on .....

We have found your explanation for [detailed description of the disciplinary lapse] unacceptable.

You are hereby warned that should there be a recurrence, more drastic disciplinary action shall be taken against you.

Yours sincerely

Human Resource Manager

cc: