Warning email to employee

Send it after you have talked to the employee in person or by video, usually the same day or the next business day, so the email records a conversation rather than replacing it. Send it before the next shift if the issue is safety or misconduct.

FIRST WRITTEN WARNING

Subject: Written warning: [Issue] on [Date]

Hi [First Name],

This email confirms our conversation on [Meeting Date] and serves as a written warning about [Issue, e.g. repeated late log-ins to your scheduled shift].

What happened: [Specific facts with dates, e.g. you logged in 10 to 25 minutes late on March 3, 7, 12 and 18.]

The expectation: [Policy or standard, e.g. the Attendance Policy in the Employee Handbook, section 4.2, requires agents to be logged in and ready at shift start.]

What needs to change: [Clear, measurable expectation, e.g. no late log-ins over the next 60 days.]

Support available: [Coaching, schedule review, EAP, training.]

If the issue continues, the next step may be a final written warning or further action up to and including termination of employment.

You are welcome to add your own written comments, which we will keep with this warning. Please reply to confirm you received this email by [Date]. Confirming receipt does not mean you agree with it.

[Your Name]
[Title], [Company]

MISCONDUCT

Subject: Formal warning regarding conduct on [Date]

Hi [First Name],

Following our meeting on [Meeting Date] with [Witness Name, Title], this is a formal written warning regarding your conduct on [Incident Date].

On that date, [factual description of what was observed or reported and what the review found, without opinions or labels].

This conduct is not consistent with our [Policy Name], which states [short quote or summary]. We have considered your account of what happened, including [the point the employee raised].

Going forward, we expect you to [specific behavior]. Any further breach of this policy may lead to further disciplinary action, up to and including termination.

This warning will be kept in your personnel file. You may submit a written response within [Number] business days and it will be filed with this letter.

If you have questions, contact me directly.

[Your Name]
[Title], [Company]

FINAL WARNING

Subject: Final written warning: [Issue]

Hi [First Name],

This is a final written warning about [Issue].

You received a verbal warning on [Date] and a written warning on [Date] about the same issue. Since then, [specific new facts with dates].

To keep your position, you need to [specific, measurable expectation] from today through [Review Date]. [Manager Name] will meet with you every [week / two weeks] to review progress.

If the expectation is not met, your employment may be terminated. Nothing in this letter changes the at-will nature of your employment.

Please reply to confirm receipt by [Date]. You may add a written response, which will be kept with this warning.

[Your Name]
[Title], [Company]

MEETING REQUEST BEFORE A WARNING

Subject: Meeting on [Date] about [Topic]

Hi [First Name],

I'd like to meet with you on [Date] at [Time] in [Location / Video Link] to discuss [Topic, e.g. the incident on the warehouse floor on Tuesday]. [HR Partner Name] from HR will also join.

The meeting will take about [Duration] minutes. You'll have a chance to share your side before any decision is made.

If this time doesn't work, reply today and we'll find another slot this week.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Written warning: [Issue] on [Date]
- Formal warning regarding conduct on [Date]
- Final written warning: [Issue]
- Follow-up to our meeting on [Date]
- Attendance expectations: written warning
- Confidential: performance concern and next steps
- Record of our conversation on [Date]

SMS / WHATSAPP VERSION

Hi [First Name], this is [Your Name] from [Company]. Please check your work email for a message about our meeting on [Date]. Call or text me at [Phone Number] with any questions. Reply STOP to opt out.

Placeholders to replace: [First Name], [Issue], [Date], [Meeting Date], [Incident Date], [Policy Name], [Witness Name, Title], [Manager Name], [Review Date], [Number], [Your Name], [Title], [Company], [Phone Number]