[COMPANY LETTERHEAD - name, address, CIN/GSTIN if any]

Ref: [HR/WL/2026/___]

Date: [DD Month YYYY]

To,
[Employee name]
[Employee ID], [Designation], [Department]

Subject: Warning regarding [issue]

Dear [Employee name],

This letter is about [describe the issue in one line].

On [date(s)], [state the facts plainly - what happened, where, and who reported or observed it]. This was earlier discussed with you on [date of verbal discussion, if any].

This is contrary to [policy name / clause number of the company's standing orders or HR policy].

You are expected to [state the specific correction required] with effect from [date]. Your [manager / HR] will review this on [review date].

If this continues, the company may take further action in line with [the company's standing orders / HR policy].

If you wish to explain your side, please reply in writing to [name/email] by [date].

Regards,

[Name]
[Designation]
[Company name]

Employee acknowledgement

I have received this letter.

Signature: _____ Date: _____

Format from hrexora.com/blog/warning-letter-format. For reference only, not legal advice.