# Example of a Written Warning

**Disclaimer**: This document is of a general nature and must be adapted to each specific case.

*(Note: The incidents triggering the warning should, to the extent possible, be dated. Additionally, any prior verbal warnings should be referenced. It should also be stated that the behavior in question is unacceptable within the business and specify the consequences of repeated violations. The warning should be delivered in person, with acknowledgment of receipt, or alternatively sent via registered mail.)*

**Employee’s Name:**

**Street Address:**

**Postal Code and City:**

**Date:**

**WARNING**

This letter serves to inform you of the seriousness of the verbal instructions you have previously received regarding your behavior. Specifically, this pertains to (description of the incident(s) leading to the warning and their respective dates).

We will continuously evaluate your behavior over the coming months. These evaluations may result in termination of your employment if significant improvements are not observed.

Best regards,

Name

Title