**<Letter Date>**

**<Employee’s Full Name>**

**<Employee’s Address>**

Dear <Employee’s Full Name> (NRIC: <Employee’s NRIC Number>),

**Re: Warning Letter**

It has been brought to our attention that, <description of the case above>.

We seek your kind attention on the above matter and immediate corrective action is expected from you. Any further <failure to perform/violation of company policies> in accordance with our standard may result in additional disciplinary action up to and including termination. We seek your full understanding and acknowledgement.

Yours sincerely,

**For and on behalf of <Company Name>**

**<Sign off> <Company Stamp>**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<Name of Company’s Representative>**

**<Job Title>**