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First Written Warning Letter

Sep. 18, 2050
Benjamin Frost
888 Rose Lane,
Ocean Springs, USA
Dear Benjamin Frost,

We are writing to inform you that your recent conduct at **[Your Company Name]** has resulted in a First Written Warning being issued to you. The purpose of this letter is to address the specific misconduct we have observed, provide details of the violation, and outline the necessary actions for improvement.

Specifically, on August 10, 2050, you were found engaged in an act of insubordination by repeatedly failing to follow the instructions of your supervisor, Mr. Allan Meyers. This incident occurred in the presence of several colleagues and was witnessed by multiple individuals. Such behavior is not in line with our company policies and values, and it is imperative that you adhere to the established protocols and demonstrate respect towards your superiors.

Consequences for this violation include a formal warning being placed in your employee record, which will remain on file for a period of one year. Further acts of insubordination or failure to comply with company policies may result in more severe disciplinary measures, up to and including termination of your employment. It is important that you understand the gravity of this situation, and we expect to see immediate improvement in your conduct.

Moving forward, we expect you to rectify your behavior and demonstrate professionalism in all aspects of your work. It is essential that you follow all instructions given by your supervisor, as well as adhere to the policies and protocols outlined in the Employee Handbook. Failure to do so may result in further disciplinary action.

If you have any questions or require clarification regarding this warning or your future expectations, please do not hesitate to reach out to me at **[Your Email]**.

Thank you for your attention to this matter.

Sincerely,

The First Warning

Edward Percy Stebbing



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