Warning Letter

This letter is a formal warning about the matter below.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

Warning

LEVEL

ISSUE

INCIDENT DATE

DETAILS OF THE INCIDENT

EXPECTED CONDUCT GOING FORWARD

This warning stays on file for 12 months. Repeated issues may lead to further disciplinary action.

Employee acknowledgement

☐ I received this warning. Signing does not mean I agree with it.

MY RESPONSE (OPTIONAL)

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE