**STERN WARNING LETTER**

To

Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emp No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

STERN WARNING

Your explanation dated (date) in context to show cause notice / letter of charge dated (date) is not found satisfactory and hence is not acceptable.

The gravity of misconduct committed is quite intense and must be dealt with severe penalty. However, the management has decided to go lenient this time and let you off with stern warning.

If any such action of misconduct is repeated in the future we will at no cost hesitate to take strict disciplinary action against you.

Authorised Signatory

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