

Warning Letter to Employee (UAE): Sample

Use only after the facts have been checked and the employee has been heard. Fill in the bracketed parts, hand the letter over in person or by email, and keep the signed copy on the personnel file.

[Company Name]

[Company Address]

Date: [DD/MM/YYYY]

Reference: [HR/WL/Number]

To: [Employee Full Name]

Employee ID: [ID] | Job Title: [Job Title] | Department: [Department]

Subject: [First / Final] written warning

Dear [Employee Name],

This letter is a formal written warning about the following conduct:

Date and time: [DD/MM/YYYY, time]

What happened: [Describe the facts briefly and objectively]

Rule or instruction breached: [Clause of the employment contract, the company disciplinary regulations or the written instruction]

This matter was discussed with you on [DD/MM/YYYY], and you were given the opportunity to explain your side. [Summarise your response, or state that you did not respond.]

After considering the facts and your response, the company has decided to issue this written warning. You are expected to [describe the expected conduct or improvement] from the date of this letter.

Please be aware that if the conduct is repeated, the company may take further disciplinary action in line with its disciplinary regulations and the UAE Labour Law.

If you wish to add a written response to your file, please send it to [Name / HR] within [number] working days of receiving this letter.

Yours sincerely,

[Signature]

[Name of Authorised Signatory]

[Title]

[Company Name] | [Company Stamp]

Employee acknowledgement of receipt

I acknowledge that I received this letter. My signature confirms receipt only, not agreement.

Name: [Employee Name] | Signature: [Signature] | Date: [DD/MM/YYYY]

This is a general sample for information only. It is not legal or tax advice and not an official government form. Adapt it to your contract, your records and your situation, and check current requirements with the relevant authority before use. Reviewed: 27 September 2026.