Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager Name/HR Department]

Subject: Formal Warning Letter for Unprofessional Conduct

Dear [Employee Name],

This letter serves as a formal warning regarding your professional conduct in the workplace. It has come to our attention that your recent behavior has not met the standards expected of employees at [Company Name].

Details of Incident(s):

On [Date], the following behavior was observed: [Describe specific incident, e.g., inappropriate language, disrespect toward colleagues, or disruptive behavior].

Impact of Conduct:

Your actions were in violation of the company's [mention specific policy, e.g., Code of Conduct or Employee Handbook]. Such behavior creates an unprofessional environment and negatively impacts team morale and productivity.

Required Improvements:

Effective immediately, we expect you to:

- Maintain a professional and respectful demeanor at all times.
- Adhere strictly to all company policies regarding workplace behavior.
- [Insert any other specific requirement or training].

Consequences:

Please be advised that this is a formal warning. Failure to improve your conduct or any further instances of unprofessional behavior may lead to additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor.

Signature: _____ Date: _____