Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Formal Warning regarding impact on management and team morale

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct and its negative impact on team morale and management operations. We have observed behaviors that are inconsistent with our company culture and professional standards.

Specifically, the following concerns have been identified:

- [Insert specific incident or behavior, e.g., persistent negativity during meetings]
- [Insert specific incident or behavior, e.g., refusal to follow management directives]
- [Insert specific incident or behavior, e.g., spreading misinformation among the team]

These actions have resulted in a decline in team productivity, a breakdown in communication, and a strained working environment. As a member of this team, it is expected that you contribute to a positive and collaborative atmosphere.

Effective immediately, we require the following improvements:

- Maintain a professional and constructive attitude in all interactions.
- Fully cooperate with management instructions and company policies.
- Address grievances through formal channels rather than through disruptive behavior.

Please be advised that we will be monitoring your performance and conduct closely over the next [Number] days. Failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

We value your contributions to the company and hope to see a positive change in your professional conduct.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]