

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Formal Warning Regarding Inappropriate Language with Clients

Dear [Employee Name],

This letter serves as a formal warning regarding your professional conduct. It has been brought to our attention that on [Date of Incident], you used inappropriate and unprofessional language during your interaction with a client, [Client Name/Organization].

Specifically, the following behavior was noted: [Briefly describe the incident].

Maintaining a professional and respectful tone with our clients is a fundamental requirement of your role. Your actions in this instance are a violation of the company's Code of Conduct and our Customer Service Policy.

Please consider this a formal notice that such behavior will not be tolerated. We expect an immediate and sustained improvement in your communication style. Failure to comply with company standards or any further incidents of this nature may lead to more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. If you have any questions regarding this matter, please contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____