

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Department:** [Department Name]

**Subject: Official Warning for Discriminatory Remarks**

Dear [Employee Name],

This letter serves as a formal warning regarding your professional conduct. It has been reported and confirmed that on [Date of Incident], you made inappropriate and discriminatory remarks toward a client, [Client Name or Reference], during [Location/Type of Interaction].

Specifically, your comments regarding [Basis of Discrimination, e.g., race, gender, religion, etc.] are in direct violation of our company's Code of Conduct and Anti-Discrimination Policy. Our organization maintains a zero-tolerance policy regarding harassment or discrimination of any kind toward clients, partners, or colleagues.

Such behavior is unacceptable and undermines the values of our company. This incident has been documented in your personnel file. Please be advised that any further occurrences of this nature or any subsequent violations of company policy will result in more severe disciplinary action, up to and including immediate termination of employment.

We expect you to maintain a professional and respectful demeanor in all future interactions. You are required to [Optional: complete additional sensitivity training / review the employee handbook] by [Date].

Please sign below to acknowledge that you have received this warning and understand the seriousness of this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_