

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**From:** [Manager Name/HR Department]

**Subject:** First Written Warning: Inappropriate Workplace Language

Dear [Employee Name],

This letter serves as a formal written warning regarding your use of inappropriate language in the workplace. This issue was previously discussed with you on [Date of Verbal Discussion, if applicable].

**Incident Details:**

On [Date], it was reported/observed that you used [briefly describe the type of language, e.g., profanity, offensive remarks, or disrespectful tones] during [specific meeting, interaction, or location].

**Policy Violation:**

Your behavior is a violation of the [Company Name] Code of Conduct and our Professionalism Policy. We strive to maintain a respectful and inclusive environment for all employees, and the use of such language is unacceptable.

**Expectations:**

Moving forward, you are expected to communicate professionally at all times. You must refrain from using any language that is offensive, derogatory, or inappropriate for a business setting.

**Future Action:**

Please be advised that further incidents of this nature or any other violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

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**Employee Acknowledgment:**

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

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