

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: SECOND WARNING: Unprofessional Workplace Language

Dear [Employee Name],

This letter serves as a formal second warning regarding your continued use of unprofessional language in the workplace. This matter was previously discussed with you on [Date of First Warning/Verbal Warning], yet recent reports indicate that your conduct has not met the required standards.

Incident Details:

On [Date of Incident], it was reported that you used [briefly describe nature of language, e.g., profanity, offensive remarks, or disrespectful tone] in the presence of [colleagues/clients/management].

Expectations:

As outlined in the Employee Handbook, we maintain a professional environment that requires all staff to communicate with respect and decorum. Your recent behavior is a violation of our [Insert Policy Name, e.g., Code of Conduct].

Required Action:

Immediate and sustained improvement in your professional communication is required. You must refrain from using any language that is offensive, derogatory, or otherwise inappropriate for a business setting.

Consequences:

Please be advised that this is a serious matter. Failure to rectify this behavior immediately will result in further disciplinary action, which may include a final written warning or termination of employment.

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

Sincerely,

[Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations for my future conduct.

Employee Signature: _____ Date: _____