

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Subject: FINAL WRITTEN WARNING - USE OF PROFANITY

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct in the workplace. It has been reported and confirmed that on [Date of Incident], you used inappropriate and profane language in the office.

As previously discussed during our meeting on [Date of Previous Warning/Discussion], the use of profanity is a direct violation of our company's Code of Conduct and Professionalism Policy. Such behavior creates an unprofessional environment and is disrespectful to your colleagues.

Please be advised that this is your final warning. We expect you to maintain a professional demeanor and refrain from using offensive language at all times while on company premises or during company business.

Failure to correct this behavior immediately or any further instances of misconduct will lead to additional disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

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[Employee Signature]

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[Date]