

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Official Warning Letter for Offensive Language

Dear [Employee Name],

This letter serves as a formal warning regarding your professional conduct at [Company Name]. It has been reported and confirmed that on [Date of Incident], you used offensive and inappropriate language directed toward a colleague.

Specifically, the incident involved:

[Insert brief, factual description of the incident/language used]

Such behavior is a direct violation of our company's Code of Conduct and our policy regarding a respectful workplace. We maintain a zero-tolerance policy for language that is derogatory, harassing, or disrespectful toward any member of our staff.

Please be advised that this behavior must cease immediately. We expect you to maintain a professional demeanor in all interactions with your colleagues. To assist with this transition, you are required to [Insert Requirement, e.g., attend sensitivity training/review the employee handbook].

Failure to improve your conduct or any further instances of offensive behavior will 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.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____