

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager/HR Name]

Subject: Formal Warning Regarding Use of Derogatory Language

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace. It has been reported and confirmed that on [Date], you used language that was derogatory toward individuals based on [Insert Protected Characteristic, e.g., race, gender, religion, disability, etc.].

Specifically, the incident involved: [Briefly describe the incident/comments].

The use of such language is a direct violation of our company's Code of Conduct and our Equal Opportunity and Anti-Harassment policies. We maintain a zero-tolerance policy toward discrimination or harassment based on protected characteristics. Such behavior creates a hostile work environment and is strictly prohibited.

Required Action:

You are required to immediately cease using any language that could be perceived as offensive, discriminatory, or derogatory. Additionally, you are required to complete [Insert Training Name, e.g., Diversity and Inclusion Training] by [Date].

Consequences:

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

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the contents.

Signature: _____ Date: _____