

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name/Title]

**Subject:** Formal Written Warning: Disrespectful Language and Conduct

Dear [Employee Name],

This letter serves as a formal corrective action regarding your conduct on [Date of Incident]. It has been reported and confirmed that you used disrespectful and unprofessional language toward [Name of Manager/Supervisor] during [Location/Meeting Name].

Specifically, your actions included: [Provide a brief, factual description of the language used or the behavior].

This behavior is a direct violation of our company policy regarding [Name of Policy, e.g., Professional Conduct / Employee Handbook Section]. Disrespectful communication creates a hostile work environment and undermines the professional relationship between staff and management.

**Required Improvements:**

- Immediate cessation of all disrespectful, insubordinate, or offensive language.
- Maintaining a professional and courteous tone in all verbal and written communications.
- Adhering to the company's code of conduct at all times.

Failure to demonstrate immediate and sustained improvement in your conduct, or any further instances of disrespect toward management or colleagues, may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and that we have discussed the expectations for your future behavior.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_