

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager/HR Name]

Subject: Formal Warning for Harassing Language

Dear [Employee Name],

This letter serves as a formal warning regarding your use of harassing language in the workplace. On [Date of Incident], it was reported and confirmed that you used language toward [Colleague Name/Group] that violates our company policy.

Specifically, the following behavior was noted: [Briefly describe the incident/language used].

Our company maintains a zero-tolerance policy regarding harassment. Your actions have created an unprofessional environment that is inconsistent with our Code of Conduct and our commitment to a respectful workplace.

Effective immediately, you are required to:

- Cease all forms of harassing or offensive language.
- Treat all colleagues with professional respect.
- [Optional: Complete mandatory sensitivity training by Date].

Please be advised that further incidents of this nature will lead to more severe disciplinary action, which may include suspension or termination of your employment.

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

Sincerely,

[Signature]

[Printed Name]

[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____