

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Warning for Unacceptable Verbal Conduct

Dear [Employee Name],

This letter serves as a formal warning regarding your verbal conduct in the workplace. This warning follows our meeting on [Date of Meeting] where we discussed the specific incident(s) that occurred on [Date of Incident].

Description of Conduct:

It has been reported and confirmed that you engaged in the following unacceptable behavior: [Insert detailed description of the verbal conduct, e.g., use of profanity, shouting, derogatory remarks, or unprofessional tone].

Policy Violation:

This behavior is a direct violation of [Company Name]'s Code of Conduct and our policy regarding [Professionalism/Harassment/Workplace Communication]. Such conduct creates a disruptive environment and does not align with the standards expected of our employees.

Required Improvement:

Effective immediately, you are expected to maintain a professional and respectful tone in all communications with colleagues, management, and clients. You must refrain from using language or behavior that could be perceived as hostile, offensive, or inappropriate.

Consequences:

Please be advised that this is a formal warning. Failure to improve your conduct or any further instances of inappropriate verbal behavior will lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations set forth.

Signature: _____ Date: _____