

**To:** [Employee Name]

**From:** [Supervisor Name]

**Date:** [Date of Meeting]

**Subject:** Documentation of Verbal Warning for Inappropriate Language

This letter serves as formal documentation of the verbal warning issued to you on [Date] regarding the use of inappropriate language in the workplace.

**Incident Details:**

On [Date of Incident], at approximately [Time], it was reported/observed that you used language that is considered unprofessional and a violation of company policy. Specifically: [Briefly describe the incident/language used].

**Policy Violation:**

Your conduct is in violation of [Company Name]'s Code of Conduct and Anti-Harassment policies, which require all employees to maintain a professional environment and treat colleagues with respect.

**Expectations:**

Effective immediately, you are expected to refrain from using profanity, derogatory remarks, or any offensive language while on company premises or during work-related activities. Future communication must remain professional and respectful at all times.

**Consequences:**

Failure to improve your conduct or any further instances of inappropriate language will result in more formal disciplinary action, up to and including termination of employment.

**Acknowledgment:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date