

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: First Written Warning for Unprofessional Conduct

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct in the workplace. This warning is being issued due to unprofessional behavior that occurred on [Date] involving [briefly describe incident, e.g., communication style, attendance, or interaction with colleagues].

Your conduct on this occasion was in violation of our company's professional standards and code of conduct, specifically [mention specific policy if applicable]. We expect all employees to maintain a respectful and professional environment at all times.

To address this issue, the following improvements are required:

- [Requirement 1, e.g., Maintain a professional tone in all emails.]
- [Requirement 2, e.g., Adhere to the established conflict resolution policy.]
- [Requirement 3, e.g., Cease the use of inappropriate language in the office.]

Please be advised that further instances of unprofessional conduct or failure to show immediate and sustained improvement may lead to additional disciplinary action, up to and including termination of employment.

We value your contributions to the team and hope to see a positive change in your behavior. If you have any questions regarding this warning, please contact me or the Human Resources department.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have discussed it with my manager. My signature does not necessarily indicate agreement with the contents.

Employee Signature: _____ Date: _____