

Date: [Date]

To: [Employee Name]

From: [Manager Name/Title]

Subject: Second Written Warning for Unprofessional Conduct

Dear [Employee Name],

This letter serves as a formal second written warning regarding your ongoing unprofessional conduct in the workplace. Despite the previous verbal and written warnings issued on [Date of First Warning], there has not been sufficient improvement in your behavior.

Description of Conduct:

On [Date of Incident], the following behavior was observed: [Insert specific description of the unprofessional incident, including location and witnesses if applicable].

Impact of Behavior:

This conduct is a violation of our company policy regarding [Insert Policy Name, e.g., Employee Code of Conduct]. Such behavior negatively impacts team morale, disrupts productivity, and fails to meet the professional standards expected of your position.

Required Improvements:

Effective immediately, you are required to:

- [Requirement 1, e.g., Maintain a respectful tone in all communications].
- [Requirement 2, e.g., Adhere to the company's professional behavior policy].
- [Requirement 3, e.g., Attend a conflict resolution workshop].

Consequences of Further Misconduct:

Please be advised that failure to show immediate and sustained improvement in your professional conduct will result in further disciplinary action, which may include a final written warning, suspension, or termination of employment.

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

Please sign below to acknowledge that you have received and understood this warning.

Employee Signature

Date

Supervisor/Manager Signature