

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Second Written Warning for Inappropriate Workplace Behavior

Dear [Employee Name],

This letter serves as a formal second written warning regarding your conduct at [Company Name]. On [Date of Incident], it was observed that you engaged in the following behavior: [Insert detailed description of the behavior].

This behavior is a violation of the company's Code of Conduct, specifically the policy regarding [Insert Policy Name, e.g., Professionalism/Harassment/Respectful Workplace].

You previously received a first written warning on [Date of First Warning] for similar behavior. Despite our previous discussion and the guidance provided, your conduct has not met the required standards of this organization.

Required Improvements:

Effective immediately, you are expected to:

- [Insert specific requirement 1, e.g., Maintain a professional tone in all communications]
- [Insert specific requirement 2, e.g., Adhere to all company conduct policies]
- [Insert specific requirement 3, e.g., Attend mandatory sensitivity training]

Please be advised that your performance and conduct will be closely monitored. Failure to demonstrate immediate and sustained improvement in your workplace behavior will result in further disciplinary action, up to and including termination of your employment.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this document.

Sincerely,

[Manager Signature]

[Manager Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my manager.

Employee Signature

Date