

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

**Subject: First Written Warning - Inappropriate Workplace Language**

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct at [Company Name]. It has been reported and confirmed that on [Date], you used language that is considered inappropriate, unprofessional, and in violation of our company's Code of Conduct.

Specifically, the following incident occurred: [Briefly describe the incident/type of language used].

At [Company Name], we are committed to maintaining a respectful and professional environment for all employees. The use of offensive, derogatory, or profane language is not tolerated as it disrupts the workplace and negatively impacts team morale.

Effective immediately, you are expected to adhere to the following expectations:

- Maintain a professional tone and choice of words in all communications.
- Treat all colleagues, clients, and visitors with respect.
- Review the Employee Handbook section regarding Workplace Conduct.

Please be advised that further instances of inappropriate language or any other violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Name]

[Manager Title]

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**Employee Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_