

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Warning Letter for Unprofessional Communication

Dear [Employee Name],

This letter serves as a formal warning regarding your professional conduct, specifically concerning your communication with our clients. It has come to our attention that on [Date of Incident], your interaction with [Client Name/Organization] did not meet the standards of professionalism expected by [Company Name].

Description of the Incident:

[Provide a brief, factual description of the unprofessional behavior, e.g., use of inappropriate language, aggressive tone, or failure to follow communication protocols.]

This behavior is a violation of our company policy regarding [Policy Name/Code of Conduct]. Unprofessional communication negatively impacts our business relationships and the reputation of the company.

Required Improvements:

Effective immediately, we expect you to:

- Maintain a polite, respectful, and professional tone in all verbal and written correspondence.
- Adhere to the company guidelines for client interaction.
- [Optional: Attend a communication skills workshop/training].

Please be advised that further instances of unprofessional communication or any other violation of company policy may lead to additional disciplinary action, up to and including 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.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and have discussed it with my supervisor.

Signature: _____ Date: _____