

Date: [Date]

To: [Employee Name]

Job Title: [Employee Title]

Department: [Department Name]

**Subject: Formal Warning Regarding Creating a Hostile Work Environment**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct in the workplace. It has been reported and confirmed through an internal investigation that your behavior has contributed to a hostile work environment.

Specifically, the following actions were identified: [Detail specific incidents, dates, and behaviors here].

This conduct is in direct violation of our company's Code of Conduct and our policy against workplace harassment and bullying. Such behavior disrupts team morale, impacts productivity, and creates an unprofessional atmosphere for your colleagues.

Effective immediately, you are required to cease all behaviors that contribute to a hostile environment. We expect you to maintain a professional, respectful, and cooperative demeanor at all times. Failure to improve your conduct or any further instances of harassment, intimidation, or inappropriate behavior will result in further disciplinary action, up to and including termination of employment.

We will continue to monitor the situation closely. If you require clarification on company policies or professional conduct expectations, please contact the Human Resources department.

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

Sincerely,

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

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

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