

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/HR Department]

**Subject:** Formal Warning for Disruptive Office Conduct

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace. It has been brought to our attention that your recent behavior has been disruptive to the office environment and inconsistent with our company policies.

**Description of Incident(s):**

On [Date(s)], the following behavior was observed: [Briefly describe the specific behavior, e.g., shouting, using inappropriate language, or interrupting colleagues].

**Impact of Conduct:**

This behavior is unacceptable as it interferes with the productivity of the team and negatively affects the professional atmosphere of the office. Our employee handbook states that all staff are expected to maintain a respectful and collaborative work environment.

**Required Improvements:**

Effective immediately, you are required to:

- Maintain a professional and respectful tone when communicating with all colleagues.
- Refrain from behaviors that distract others or hinder the completion of work tasks.
- Adhere to the Code of Conduct outlined in the Employee Handbook.

**Consequences:**

Please be advised that further instances of disruptive conduct or failure to improve your behavior 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. We hope to see an immediate and sustained improvement in your professional conduct.

Sincerely,

[Signature]

[Printed Name]

[Title]

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**Employee Acknowledgment:**

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

\_\_\_\_\_  
Employee Signature

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