

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: First Written Warning for Unprofessional Conduct

Dear [Employee Name],

This letter serves as a formal written warning regarding your professional conduct at [Company Name]. We are issuing this warning following our meeting on [Date of Meeting] where we discussed several concerns regarding your behavior in the workplace.

Description of Conduct:

On [Date of Incident], it was observed/reported that you engaged in the following behavior: [Provide a detailed and objective description of the specific incident or behavior, e.g., use of inappropriate language, disrespectful tone with colleagues, or failure to follow communication protocols].

Impact of Conduct:

This behavior is considered unprofessional and is a violation of our company policy regarding [Name of Specific Policy, e.g., Employee Code of Conduct]. Such conduct negatively affects team morale and the overall professional environment of the office.

Expectations for Improvement:

Effective immediately, you are expected to:

- Maintain a professional and respectful demeanor at all times.
- Adhere to all company policies and procedures.
- [Insert any other specific behavioral requirements].

Consequences:

Please be advised that this is your first formal warning. We expect to see immediate and sustained improvement in your professional behavior. Failure to correct this conduct or any further instances of unprofessionalism may result in further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your official personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor. My signature does not necessarily indicate agreement with the contents.

[Employee Signature]

[Date]