

**Date:** [Insert Date]

**To:** [Employee Name]

**Job Title:** [Employee Job Title]

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

**Department:** [Department Name]

**Subject: Formal Warning Letter - Discriminatory Remarks**

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace. It has been reported and confirmed that on [Date], you made remarks that are considered discriminatory and a violation of our company's Code of Conduct and Anti-Discrimination Policy.

**Details of the Incident:**

Specifically, it was found that you [provide a brief, objective description of the remarks/incident]. Such behavior is unacceptable and creates a hostile environment for your colleagues.

**Company Policy:**

[Company Name] maintains a zero-tolerance policy toward discrimination based on race, gender, religion, age, disability, sexual orientation, or any other protected characteristic. Your actions have breached the standard of professional behavior expected of all employees.

**Required Improvements:**

Effective immediately, you are required to:

- Cease making any further discriminatory or offensive comments.
- Treat all colleagues and clients with dignity and respect.
- Complete mandatory [Sensitivity/Diversity] training by [Deadline Date].

**Consequences:**

Please be advised that this is a formal warning. Failure to improve your conduct or any further violations of company policy will result in further disciplinary action, up to and including termination of your 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,

[Signature]  
[Name of Manager/HR Representative]  
[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this formal warning and understand the contents herein.

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