

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: First Written Warning: Use of Profanity in the Workplace

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct in the workplace. It has been reported and confirmed that on [Date of Incident], you used inappropriate and profane language in the presence of [colleagues/clients/management] during [describe brief context, e.g., a team meeting].

The use of profanity is a violation of our company's Code of Conduct and Professionalism Policy. Such behavior creates a hostile work environment and does not align with the professional standards we expect from our employees.

Required Improvements:

We expect you to maintain a professional demeanor at all times. You must immediately cease the use of offensive, profane, or inappropriate language while on company premises or when representing the company.

Consequences:

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

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have had the opportunity to discuss it with my supervisor.

Employee Signature: _____ Date: _____