

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Warning for Aggressive Communication

Dear [Employee Name],

This letter serves as a formal warning regarding your professional conduct, specifically concerning aggressive communication styles observed in the workplace. This behavior is a violation of our company's code of conduct and our commitment to a respectful work environment.

Description of Incident(s):

On [Date], it was reported/observed that you engaged in [describe specific behavior, e.g., yelling, using offensive language, or intimidating gestures] during [location/meeting/interaction]. Such actions are deemed unprofessional and disruptive to the team.

Expectations:

Effective immediately, you are expected to:

- Communicate with all colleagues, clients, and management in a calm and respectful manner.
- Refrain from using raised voices, insults, or hostile body language.
- Adhere to the company's Professional Conduct Policy at all times.

Required Action:

You are required to [insert requirement, e.g., attend conflict resolution training / meet weekly with HR] to ensure these behaviors do not recur.

Consequences:

Please be advised that failure to improve your communication style or any further instances of aggressive behavior will result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Employee Acknowledgment:

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

[Employee Signature] | [Date]