

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Warning Letter for Disrespectful Behavior

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct toward management. On [Date of Incident], it was reported that you engaged in behavior that is considered disrespectful and unprofessional. Specifically: [Insert brief description of the incident].

Such behavior is a violation of our company's Code of Conduct and the expectations regarding workplace professionalism. Maintaining a respectful environment is essential for the effective operation of our team and the well-being of all staff members.

You are expected to immediately improve your professional conduct. Any further instances of insubordination, verbal disrespect, or failure to follow management directives will result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

Employee Signature: _____

Date: _____