

**Date:** [Insert Date]

**To:** [Employee Name]

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

**Subject:** First Written Warning: Hostile Work Environment / Professional Conduct

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent conduct in the workplace. It has come to our attention that your behavior has contributed to a hostile work environment, which is a violation of [Company Name]'s code of conduct and anti-harassment policies.

**Description of Incidents:**

On [Date], the following behavior was observed or reported: [Provide brief, factual description of the behavior, e.g., unprofessional language, aggressive behavior, or exclusionary tactics].

**Impact of Behavior:**

Your actions have negatively affected team morale and interfered with the ability of others to perform their work in a safe and respectful environment. We maintain a zero-tolerance policy regarding any form of harassment or intimidation.

**Required Improvements:**

Effective immediately, you are expected to:

- Maintain a professional and respectful demeanor with all colleagues.
- Cease all behavior that could be perceived as harassing, bullying, or retaliatory.
- Review the company's Employee Handbook, specifically the section on [Policy Name].

**Consequences:**

Failure to show immediate and sustained improvement, or further reports of similar behavior, will lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/HR Representative Signature