

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Written Warning: Unprofessional Email Communication

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent email communication style. It has come to our attention that your emails dated [Insert Dates] were inconsistent with our company's standards for professional workplace conduct.

Specifically, your communication was found to be [Insert Reason, e.g., disrespectful in tone, containing inappropriate language, or lacking necessary professional etiquette]. This behavior is a violation of our [Company Name] Employee Code of Conduct and Communication Policy.

Effective immediately, you are expected to:

- Maintain a professional, courteous, and respectful tone in all electronic communications.
- Review all emails for clarity and appropriateness before sending them to colleagues or clients.
- Adhere strictly to the company communication guidelines outlined in the Employee Handbook.

Please be advised that further instances of unprofessional communication or failure to improve may 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. We encourage you to seek guidance from your supervisor if you require clarification on professional communication standards.

Please sign below to acknowledge that you have received and understood this warning.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____