

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WARNING: Verbal Altercation and Professional Conduct

Dear [Employee Name],

This letter serves as a formal final warning regarding your professional conduct. On [Date of Incident], it was reported and confirmed that you were involved in a verbal altercation with [Name of Other Party/Colleague] in [Location of Incident].

During this incident, you engaged in [Briefly describe behavior, e.g., shouting, use of profanity, or aggressive language]. This behavior is a direct violation of our company's Code of Conduct and our policy regarding workplace violence and harassment.

You have previously received [mention previous warnings, e.g., a verbal warning on Date / a written warning on Date] regarding similar behavior. Despite these prior discussions, your conduct has not met the required professional standards.

Required Improvements:

Effective immediately, you are expected to:

- Maintain a professional and respectful demeanor at all times.
- Refrain from any form of verbal aggression or confrontational behavior.
- Utilize appropriate communication channels to resolve workplace disagreements.

Failure to demonstrate immediate and sustained improvement in your conduct, or any further involvement in verbal altercations, will result in further disciplinary action, up to and including the termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the consequences of future misconduct.

Manager Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____