

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: SECOND FORMAL WRITTEN WARNING

Dear [Employee Name],

This letter serves as a second formal written warning regarding your continued unprofessional conduct in the workplace. This warning follows a previous formal discussion and written warning issued on [Date of First Warning] regarding similar behavior.

Description of Unprofessional Conduct:

On [Date of Incident], it was reported/observed that you engaged in the following behavior: [Provide specific details of the incident, including time, location, and specific actions or language used].

Impact of Behavior:

This conduct is a violation of the company's Code of Conduct and [Policy Name]. Such behavior is unacceptable as it [describe impact, e.g., disrupts team productivity, creates a hostile environment, or affects client relations].

Previous Warnings and Discussions:

As noted in your first warning dated [Date], you were instructed to [mention previous improvement goals]. Despite those instructions, the behavior has persisted.

Required Improvements:

Effective immediately, you are expected to:

- Adhere strictly to all company professional standards and communication protocols.
- [List specific behavioral change 1]
- [List specific behavioral change 2]

Consequences:

Your performance and conduct will be closely monitored. Please be advised that failure to demonstrate immediate and sustained improvement in your professional conduct may lead to further disciplinary action, up to and including termination of your employment.

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

[Manager Signature]

[Employee Signature]

Date: _____