

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Second Formal Written Warning - Inappropriate Workplace Behavior

Dear [Employee Name],

This letter serves as a second formal written warning regarding your conduct at [Company Name]. On [Date of Meeting], we met to discuss recent incidents of inappropriate workplace behavior that have occurred since your initial warning on [Date of First Warning].

Description of Behavior:

Specifically, it has been noted that on [Date], you engaged in the following conduct: [Provide detailed description of the incident(s)]. This behavior is a violation of our company policy regarding [Name of Policy, e.g., Professional Conduct/Anti-Harassment].

Previous Warnings:

You were previously issued a first formal warning on [Date] for similar behavior. At that time, it was made clear that your conduct was unacceptable and that immediate improvement was required.

Required Improvements:

Effective immediately, you are expected to:

- Maintain a professional and respectful demeanor at all times.
- Adhere strictly to all company policies and the Employee Handbook.
- [Insert any other specific requirements or mandatory training].

Consequences:

Please be advised that your performance and behavior will continue to be monitored closely. Failure to show immediate and sustained improvement, or any further instances of inappropriate conduct, will lead to further disciplinary action, up to and including termination of your employment.

A copy of this warning will be placed in your permanent personnel file.

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

Employee Signature

Date

Sincerely,

[Manager Name]

[Job Title]