

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Behavior Warning Letter

I am writing to formally address a concern regarding your behavior in the workplace. It has come to our attention that there have been incidents involving conflicts with your colleagues, specifically on [mention specific dates or incidents].

Our company values a positive and collaborative work environment, and it is essential that all employees demonstrate professionalism and respect towards one another. These behaviors are contrary to our workplace standards and have adversely affected team dynamics.

We would like to remind you of the company policies related to [cite relevant policy or guideline] and emphasize the importance of constructive conflict resolution.

To address this matter, I request that you meet with me on [suggest a date and time] to discuss your behavior and outline steps for improvement. Failure to demonstrate significant progress in this area may result in further disciplinary action.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]