

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Notification of Warning Letter

Dear [Employee's Name],

This letter serves as a formal notification regarding the warning issued to you on [date of warning]. It has come to our attention that there have been ongoing issues with your language use in the workplace.

Specifically, we have identified [describe specific language issues, e.g., inappropriate comments, lack of professionalism, etc.]. Such behavior is not in alignment with our company values and standards of conduct.

We expect all employees to communicate respectfully and professionally at all times. Failure to adhere to these standards may result in further disciplinary action.

Please consider this letter a formal warning. We encourage you to improve your language use and seek assistance if necessary.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]