

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

Subject: Warning Letter for Inappropriate Conduct

This letter serves as a formal warning regarding your conduct while at work. On [specific date], it was observed that you [describe the inappropriate conduct, e.g., exhibited disrespectful behavior towards a colleague, violated company policy, etc.].

This behavior is not acceptable and goes against [mention relevant policies or codes of conduct].

We expect all employees to maintain a professional demeanor and treat their colleagues with respect. Continued violations may result in further disciplinary action, including potential termination of your employment. You are encouraged to reflect on this matter and take the necessary steps to ensure it does not happen again. If you have any questions or wish to discuss this matter further, please feel free to reach out to

[Supervisor/HR contact].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]