

Sample Warning Letter for Employee Misconduct (Unprofessional Behavior)

Date: [Insert Date]

To,
[Employee Name]
[Employee Designation]
[Department]

Subject: **Warning Letter for Unprofessional Behavior**

Dear [Employee Name],

This letter serves as a formal warning regarding your unprofessional behavior observed on [insert date(s) and specific incident(s)]. It has been brought to our attention that you have:

- [Describe specific instance(s) of unprofessional conduct, e.g., inappropriate language, disrespect towards colleagues, failure to adhere to workplace protocols, etc.]

Such actions are in direct violation of our company policies, specifically [reference relevant policy sections if applicable], and do not meet the standards of professionalism expected from all team members at [Company Name].

Please be advised that this letter constitutes an official warning. Continued unprofessional behavior will result in further disciplinary action, up to and including suspension or termination of employment.

You are required to:

- Cease all forms of unprofessional conduct immediately.
- Maintain a respectful and positive attitude towards your colleagues and management.
- Adhere strictly to all company policies and code of conduct.

We recommend that you make efforts to improve your behavior immediately. You may approach [Supervisor/HR Name] if you require any support or guidance regarding workplace expectations.

Please acknowledge receipt of this warning letter by signing the copy provided.

Sincerely,
[Supervisor/Manager Name]
[Position]
[Company Name]

Acknowledgment of Receipt:

I, [Employee Name], acknowledge the receipt of this warning letter and understand its contents.

Signature: _____ Date: _____