

Date: [Insert Date]

To:

[Employee Name]

[Employee Position/Department]

[Company Name]

Subject: Formal Warning for Inappropriate Behavior

Dear [Employee Name],

This letter serves as a formal warning regarding your misconduct involving inappropriate behavior in the workplace. It has come to our attention that on [insert specific date(s)], you were involved in the following incidents:

- [Describe specific instance #1 of inappropriate behavior]
- [Describe specific instance #2, if applicable]

Such behavior is not aligned with [Company Name]'s values or the standards of conduct we expect from all employees. Your actions have negatively affected the work environment and the comfort of your colleagues.

Please be reminded that professionalism and respectful interactions are paramount in the workplace. Any further incidents of similar misconduct will result in more severe disciplinary action, up to and including termination of employment.

We expect you to immediately rectify your behavior and ensure that all future interactions with colleagues reflect the highest standards of respect and professionalism. Failure to comply with these expectations may lead to further disciplinary measures.

Please acknowledge receipt of this warning by signing below and returning a copy to the Human Resources department.

If you wish to discuss this matter or require support, please contact me or the HR department.

Sincerely,

[Manager/Supervisor Name]

[Position]

[Company Name]

Employee Acknowledgement:

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

Signature: _____

Date: _____