Date:

To [employee name]

Subject: Warning letter for profanity at the workplace

It has been observed that you frequently use curse words and foul language against your co-workers. This is to warn you that such language is not tolerated at [company name]. Employees are at all times expected to respect co-workers and maintain a cordial and comfortable office environment.

Profanity makes others around you uncomfortable. Please refrain from using such uncivilized language in the future, else disciplinary action shall be taken against you.

Sincerely,

Human Resources Department