Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Subject: Using unacceptable language at the workplace

Dear Recipient Name:

This is a formal warning letter following a verbal warning for using the unacceptable language at the workplace. You were given a verbal warning on (date) but you didn’t take the warning seriously which forced us in sending you a written warning after which you will be responsible for the consequences.

We expect a positive and humble attitude from each employee serving the company and those who are rude to the co-workers should not be a part of the organization. An employee involved in hate speech, bullying or using indecent language is not appreciated in any office. We know you were an excellent employee with a great attitude but now the scenario has been changed and we are getting complaints against your behavior.

So, this letter is sent on the request of your project manager and this is the last warning before your termination on (date) if the issue is not solved.

Thanks

(Manager name)