[Company Name]  
[Address]  
[Contact]  
[Website]

To: Mr. XYZ

Date: ------------------

RE: Subject of the letter

Dear (name of the employee),

This is an official letter for your action of using swearing words at the workplace. The use of swearing words at the workplace is prohibited as per the policy of the company. Using the swearing and cussing words despite knowing that it is not prohibited is a serious offense that is a complete violation of the rules of the company.

You have been given many verbal warnings about using inappropriate words at the workplace as reported by one of your co-workers. With this letter of disciplinary action, I am informing you that the company has decided to deduct 10% of your salary for this month.

I am reminding you through this letter that since you are a part of this organization, you are expected to abide by the rules the company has enacted. It is also reminded that being on your position, you are required to be more diligent in your work in the future.

A copy of this disciplinary action will be attached to your file.

Regards,

Your name  
Your signatures  
Your designation in the company