
Misconduct Warning Letter for Fighting at Workplace

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

Dear [Employee's Name],

We are writing to formally address the physical altercation that took place on [specific date] at [Company Name] involving yourself and [other party's name]. Fighting or any form of physical aggression in the workplace is strictly prohibited under our company policies and will not be tolerated.

Such behavior endangers the safety of all employees and creates a hostile work environment, which goes against our commitment to maintaining a professional and respectful workplace. This incident is a clear violation of our code of conduct, and it is crucial that you understand the severity of your actions.

Moving forward, we expect you to take the following corrective actions:

1. Avoid any form of physical or verbal confrontation in the workplace.

2. Participate in conflict resolution training, which will be scheduled within the next two weeks.
3. Demonstrate improved behavior and professionalism in all interactions with colleagues.

Please be aware that any further violations of our conduct policies will result in more serious consequences, including potential termination of your employment.

If you have any questions regarding this letter or the steps required, feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]