
Warning Letter Sample

XYZ Corporation
123 Main Street
Springfield, IL 62701

Date: May 31, 2024

John Doe
Software Engineer

IT Department

Subject: Warning Letter for Unprofessional Conduct

Dear John Doe,

1. Introduction

I am writing to formally address the incident that occurred on May 25, 2024, involving unprofessional conduct in the workplace. This letter serves as an official warning regarding your behavior.

2. Details of the Incident

On the mentioned date, you were involved in an altercation with a colleague during a team meeting. Witnesses reported that your language and demeanor were aggressive and unprofessional, disrupting the meeting and causing

discomfort among team members. This behavior is contrary to our company's code of conduct.

3. Impact of the Incident

Your actions have negatively impacted team morale and created an uncomfortable working environment. It is imperative that all employees maintain a professional and respectful demeanor to foster a positive and productive workplace.

4. Expectations and Consequences

Effective immediately, you are expected to adhere to the company's code of conduct. Any further incidents of this nature will result in more severe disciplinary actions, up to and including termination of employment.

5. Support and Resources

We are committed to supporting you in improving your behavior. Please consider utilizing our Employee Assistance Program for counseling services. Additionally, we recommend attending the upcoming workshop on professional communication skills.

6. Conclusion

We trust that you will take this warning seriously and make the necessary adjustments to your behavior. We value your contributions to the team and hope for a positive change moving forward.

Sincerely,

Jane Smith

IT Department Manager

XYZ Corporation