

# Warning Letter for Unprofessional Behavior

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal warning regarding your unprofessional behavior in the workplace. On [insert date(s)], it was observed that your conduct, which includes [describe specific behaviors or incidents], has not met the professional standards expected at [Company Name].

We take this matter seriously, as it impacts not only your work but also the work environment for your colleagues. It is crucial for all employees to maintain a professional demeanor at all times.

You are required to reflect on this behavior and make necessary improvements immediately. Failure to address this issue may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing and returning the attached copy of this letter by [insert date].

We believe in your ability to correct this behavior and look forward to seeing positive changes.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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Acknowledgment of Receipt

I, [Employee's Name], have received and read this warning letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_