

June 11, 2024

To:

John Doe
Marketing Associate
XYZ Company

Re: Formal Warning Letter for Workplace Conduct Infraction

Dear John,

This letter serves as a formal warning regarding a violation of XYZ Company's workplace conduct standards observed on June 9, 2024. Specifically, it was reported that you engaged in unprofessional behavior by raising your voice and using inappropriate language during a team meeting.

At XYZ Company, we expect all employees to maintain a respectful and professional environment. Your conduct was not in accordance with our company's policies and values. Such behavior disrupts team cohesion and inhibits a productive work atmosphere.

You are expected to adhere to company guidelines and demonstrate professional conduct at all times. Any further incidents of this nature may result in additional disciplinary action, up to and including termination of employment.

Please treat this letter as an official warning. Should you have questions or wish to discuss this matter, we encourage you to contact your supervisor or Human Resources.

Sincerely,

Jane Smith
Human Resources Manager
XYZ Company

Signature