

# Notice of Warning Letter for Inappropriate Behavior

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

To: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Dear [Employee Name],

This **notice of warning letter** serves as a formal document to address and correct inappropriate behavior in the workplace. Our intention is to maintain a professional, respectful, and productive working environment for all employees.

## Details of Inappropriate Behavior:

- Date(s) of incident(s): \_\_\_\_\_
- Nature of inappropriate behavior: \_\_\_\_\_
- Individuals involved: \_\_\_\_\_
- Summary of incident: \_\_\_\_\_

The above-described behavior is not consistent with our company's policies and expectations for employee conduct. This letter is a formal warning concerning this matter.

## Required Actions & Expectations:

- Immediate cessation of the cited behavior.
- Adherence to company workplace behavior standards going forward.
- Participation in relevant training or counseling, if deemed necessary.

Please be advised that further instances of similar behavior may result in additional disciplinary action, up to and including termination of employment.

We expect your full cooperation in resolving this matter and ensuring that such incidents do not recur.

If you wish to discuss this notice, you may contact your supervisor or the HR department.

Issued By: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Employee Acknowledgment: \_\_\_\_\_

(Signature acknowledges receipt and understanding but does not imply agreement.)

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

