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# Warning Letter For Misconduct

**XYZ Enterprises**

**456 Corporate Avenue**

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**(987) 654-3210**

**July 9, 2024**

**Alice Johnson**

**Marketing Specialist**

**Marketing Department**

Dear Alice Johnson,

Subject: Formal Warning for Misconduct

I hope this letter finds you well. It is with concern that I write to address a serious issue regarding your recent behavior at work.

On July 5, 2024, it was brought to our attention that you were involved in a verbal altercation with a colleague in the office. This incident included the use of inappropriate language and unprofessional behavior. Such conduct is unacceptable and goes against the company's code of conduct and the standards we expect from our employees.

Maintaining a professional and respectful work environment is crucial for the well-being and productivity of our team. Your actions not only affected your colleague but also disrupted the workplace atmosphere.

This letter serves as a formal warning. You are expected to adhere to the following corrective actions immediately:

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1. **Professional Conduct:** Maintain a respectful and professional demeanor in all interactions with colleagues, clients, and supervisors.
  2. **Conflict Resolution:** Address any workplace conflicts through appropriate channels and in a constructive manner.
  3. **Compliance with Company Policies:** Adhere to all company policies and the employee code of conduct.

Failure to improve your behavior and comply with these expectations may result in further disciplinary action, up to and including termination of employment.

We value your contributions to the company and hope that this matter can be resolved promptly. Please take this warning seriously and consider this an opportunity to reflect on your actions and make the necessary adjustments.

A copy of this warning letter will be placed in your personnel file. Should you wish to discuss this matter further, please contact me directly at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

**Robert Brown**  
**HR Manager**  
**XYZ Enterprises**