

*[Date]*

*[Employee Name]*

*[Employee Address]*

*[City, State ZIP Code]*

*Dear [Employee Name],*

I am writing to inform you that your behavior in the workplace has been in violation of our company's Code of Conduct. Specifically, it has been reported that you used inappropriate language in the presence of co-workers and customers.

Our company takes a zero-tolerance approach to harassment, bullying, and other forms of misconduct in the workplace. Your behavior is not only disrespectful but also creates a hostile work environment for others.

I would like to remind you of the importance of maintaining a professional and respectful demeanor in the workplace, in accordance with our Code of Conduct. Please ensure that you conduct yourself in a manner that is consistent with the expectations of our company.

Please be aware that if there is any repetition of this behavior, we may be forced to take further disciplinary action, including suspension or termination of employment.

If you have any questions or concerns, please do not hesitate to speak with me.

Sincerely,

*[Your Name] [Your Title]*

*Cc: [Supervisor's Name]*