Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This letter is being written to you to warn you about improving your unprofessional behavior.

Your profanity is affecting your whole department and many employees have approached the HR department with their resignations, saying they cannot work in such a disrespectful and insulting workplace. We have promised them about putting an end to this behavior which is affecting their self-respect.

You need to change your behavior and stop using the swearing words for others. This is your first and last warning. If anything like this continues, we will not tolerate that and fire you.

We hope to see a change. If you have any questions, you can contact us at [Contact].

Regards,

Name Here

Your Title