

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject: SECOND WRITTEN WARNING - Unacceptable and Abusive Conduct**

Dear [Employee Name],

This letter serves as a formal second warning regarding your continued unacceptable and abusive conduct in the workplace. This warning follows our meeting on [Date] and the initial formal warning issued to you on [Date of First Warning].

On [Date of New Incident], it was reported and confirmed that you engaged in the following behavior: [Provide specific details of the incident, including language used, tone, and the impact on others].

This conduct is a direct violation of our company's Code of Conduct and Anti-Harassment policies. Despite the previous warning and instructions for improvement, your behavior remains below the professional standards required by [Company Name]. Abusive behavior, including [verbal insults/hostility/intimidation], creates a toxic environment and will not be tolerated.

**Required Improvements:**

Effective immediately, you are required to:

- Cease all forms of abusive, hostile, or unprofessional communication.
- Treat all colleagues, managers, and clients with dignity and respect.
- Adhere strictly to the company's behavioral policies.

Failure to demonstrate immediate and sustained improvement in your conduct will lead to further disciplinary action, which may include a final written warning or termination of your employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the consequences of further misconduct.

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