**Employee Inappropriate Behavior Email**

**First Warning Notice for Inappropriate Behavior**

| Dear [Employee’s name],  As we just mentioned, your actions are having a negative impact on the office climate. We take employee behavior seriously and expect all of our employees to follow the company's misbehavior policy.  However, because you have repeatedly broken this policy, we do not want our other employees to be influenced by your actions. [Include a brief description of the incident]. However, we still want our staff to be professional and behave in the best interests of the organization.  This is your first notice of impending danger. If you do not improve your behavior, we will have to take further disciplinary action, which may include termination.  I'm available to talk about any issues that are causing your conduct. Please let me know if you have anything I can assist you with.  Sincerely,  [Your name]  [Your email signature] |
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**Final Warning Notice for Inappropriate Behavior**

| Subject: Final Warning Notice for Inappropriate Behavior in the Workplace.  Dear [Employee Name],  I am writing this letter in regards to your behavior in the workplace. As we have recently discussed in a meeting dated [date], your behavior is badly impacting the other employees and the work culture of the company as well. We take employee’s behavior very seriously and we expect all the employees to follow our Disciplinary policy at the Workplace.  However, you have once again violated the policy. We recently got to know that [mention the incident]. This is not the expected behavior from the employees of [CompanyX]  Even after several warnings, we do not see any change in your behavior. Unfortunately the management has taken the decision to terminate your employment due to your behavior. Your last day of working would be [date]. Your letters will be handed over to you on your last working day.  However, we wish you luck for your future. If you have any queries regarding this you can contact me on [phone number] or via [email address].  Sincerely,  [Email Signature] |
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