

## Verbal Abuse Warning Letter

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November 27, 2050

John Doe

Sales Associate

Customer Relations Department

[Your Company Name]

Dear John,

This letter serves as a formal warning regarding an incident involving inappropriate verbal behavior. On November 20, 2050, during a team meeting, it was reported that you used offensive and derogatory language directed at your colleague, Jane Smith.

At [Your Company Name], we are committed to maintaining a professional and respectful work environment. Verbal abuse, including the use of inappropriate language or any form of disrespectful communication, is a violation of our workplace policies.

**Details of Incident:**

- During the meeting, you reportedly referred to Jane Smith using language that was both unprofessional and hurtful.
- Witnesses present during the incident confirmed the nature of your remarks.

# Sample Warning Letter For Using Abusive Language

**D Kirk**



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