To [employee name]

Subject: Warning against using negative language

It has been noticed that your behaviour with fellow colleagues and subordinates has been less than exemplary. As per the organizational values, everyone must be treated with respect and kindness. Errors and mistakes must be communicated professionally without being harsh or derogatory.

All employees are recruited through a merit-based recruitment process and, therefore, have the capability to perform the assigned tasks. If their work performance is poor, managers are expected to figure out ways to motivate and correct them, bringing them up to standard.

If any coworker or subordinate makes a mistake or is not working up to standard, please communicate with them using positive language and constructive criticism. Negative language in the office cannot be tolerated, as it decreases employee job satisfaction. You might find people more cooperative and willing to learn when you use positive reinforcement and a non-negative tone when pointing out mistakes. As a manager, you must display patience and lead by example.

Please consider this notice the first warning against the use of negative language. We hope you will adopt a more tactical approach to managing employees and realize the rewards of using positive language.

Sincerely,

Human Resources Department