To

[The Recipient Name]  
[Designation]

It came to our attention that you have been in a verbal altercation with one of the senior management personnel Mr. Kumar Patel on 4th Feb at around 5 pm. Many employees from your department testified against you and informed us about the altercation you had with Mr. Kumar which almost got to a violent end. You used indecent language and threatened Mr. Kumar with grave consequences.

I would like to inform you that misdemeanor and disrespectful behavior towards any employee shall not be tolerated under any circumstances. We are issuing a warning to you for this behavior and please be informed that after two warnings, your contract with our company shall be suspended till further notice.

Mr. Kumar Patel is one of our senior-most officers and has been with us for the past twenty years. In case you had a disagreement with him, you should have informed HR so they can discuss it and try to resolve the matter in an amicable manner.

Use of violence and threats is absolutely discouraged at our company. We have arranged a meeting with you and Mr. Kumar Patel on 11th Feb at 11 am at the HR office. We would appreciate it if you came to the meeting and talk it out with Mr. Kumar and try to make amends with him. We encourage a healthy and peaceful environment at our office for our employees.

Regards,

Office Management.