To

[The Recipient Name]  
[Designation]

It has come to our attention that you have been in a verbal altercation with Ms. Nina and used indecent words. Your abusive words could be heard from outside the building too as you were extremely loud.

Several employees from your department have testified against you and have also been informed of several previous altercations you have had with your co-workers which were not reported and never reached HR. Your behavior has been extremely inappropriate, and it directly violates the company policies regarding demeanor at the workplace.

You have been issued a warning by the office management according to which you will have to pay a fine of 50 dollars to the company by Friday. You will also send a written apology to Ms. Nina within five days.

We regret having to issue this warning letter to you as you have been a valuable employee to our company. You have a great work record and have completed several projects successfully with our firm. However, we must inform you that misbehavior or verbal altercations with any employee will not be condoned at any level.

Any type of misdemeanor equates to immediate issuance of warning and imposing of the standard fine. We expect you to make amends and not repeat this behavior in the office ever again. In addition, we wish to inform you that after two warnings, your contract with the company shall automatically be terminated and you will not be able to apply to this company ever again.

We look forward to your cooperation and hope to see you in good spirits from Monday.

Regards,

Office management.