To

[The Recipient Name]  
[Designation]

Date:

It has come to our notice that you have shown poor conduct in the office and have been involved in a few verbal alterations with your co-workers. According to the CCTV footage acquired from the office yesterday, you pushed an employee out of your way for no apparent reason.

In addition, you were also clearly seen smoking inside the office premises and failed to comply when one of your superiors asked you to stop smoking. You do not take the office tasks seriously and delay the worked deliberately. Mr. Smith, please know that this behavior shall not be tolerated in our company.

We hired you based on a good recommendation from your previous employer however your conduct has been less than impressive at our organization.

We wish to let you know that this is your final warning. You have been given leverage because you are skilled and can perform well at work. During your interview you seemed very enthusiastic about this job. You said you were eager to join this company. However, your overall conduct has been less than satisfactory for the past few weeks.

If you fail to improve your conduct, you shall be suspended from service and won’t be given that month’s salary either. You must apologize to your colleagues and show up to work in good spirits.

Please this final warning seriously and correct your behavior. We hope to see an improvement in your conduct.

Thank you and regards.

Office management.