To,

Adam Smith

M-9, Ernst villa building

Los Angeles

Dear Mr. Smith

**Subject: Un-professional behavior warning letter**

Your hard work has always been appreciated by our company and we see you as a role model for other employees as well. However, in the last few weeks, I have been noticing some complaints regarding your rude behavior and negligent work ethics. Your project manager has reported some concerns over your rude behavior. You have not been able to meet your deadlines due to which your project manager had to speak to you. Rather than explaining him your reasons and apologizing, you behaved rudely and yelled at him.

Speaking to anyone in this manner is not acceptable as you have to follow the code of conduct set up by the company. We have already given you verbal warnings before as well but we do not see any improvement in your behavior.

Your actions and behavior is against the company rules and shows your unprofessional behavior. On receiving your apology, we have decided to give you another chance to work on yourself and improve your behavior. I am expecting you to abide by the rules and be a better person in the work place.

If we receive any more complaints against you, we might think to terminate you from your services.

Yours Faithfully,

[Kaka Manna]