To

[The Recipient Name]  
[Designation]

This is a warning letter issued in your name for the inappropriate and indecent behavior you exhibited during the annual dinner held on 19th Feb. It was reported that you got into a physical fight with one of the waiters and threw a drink at him. You also hit him and injured him gravely.

The people who tried to break the fight have also been injured by you. We are extremely disappointed by your behavior as you are our valuable employee and we have never had a problem with your behavior before. We wish to have a meeting with you regarding this matter tomorrow at 10 am in the administration department.

We expect to see you there and hopefully, you will have a valid explanation of how this unfortunate incident happened.

Keeping in mind your previous work record, we will not be imposing any fine on you. However, if this behavior is repeated on any occasion, it will lead to a fine of 1000 USD and suspension of your contract with the company for an indefinite period.

We expect our employees to follow the rules and regulations of the company and to maintain a peaceful environment in the office. The use of indecent language and threats of violence severely damage the decorum of an organization and affects the productivity of the workers.

We hope that you will pay heed to this and not repeat this behavior again. Please consider this warning letter as a learning curve and make amends.

We look forward to seeing you for the meeting.

Regards

Office Management.