**Warning Letter for Physical Assault**

Abner Addison

Block 7 D, Light Avenue, Los Angeles

20th April 2017

Mr. Elton Adam

Employee

The Abner Enterprises

Block 5 A, Fresh Avenue, Los Angeles

Dear Mr. Elton Adam,

This warning letter is being issued for your misconduct with [INSERT NAME]. You are continuously doing a physical assault on your colleagues and because of that, you are given this warning letter. It has been observed that you have done [DETAILS] which is against the code of conduct resulting in willful insubordination and gross negligence of duties. The manager of my company warns you not to misbehave with others and you did a physical assault on him. You should have been terminated on the spot, but because you are one of the most intelligent employees we have and due to your services, we are giving you a chance to explain about the incident. You are further advised to submit a written explanation on your unethical act as soon as you receive this letter. Treat this letter as an urgent charge sheet.

Sincerely,

Abner Addison.