[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Warning for Disrespectful Behavior

Dear Mr. /Miss [NAME HERE],

It has been found and investigated that your behavior with the colleagues is disrespectful, rude and insulting.

Mr. John, on the other day complaint about verbal altercation with you.

Ms. Sarah your subordinate complains about being scolded for the work she has not done. Later you admitted that it was your fault.

And we have a long list of complaints such as these.

Taking the matter in notice, I warn you to bring attention to your attitude towards other. You must have respectful behavior towards your colleagues in every situation.

Non-compliance may bring serious consequences for you.

Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME HERE]

[Title]