**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

It has been brought to the notice of the management of the company that you have behaved very non-professionally on several occasions. As a manager of the company, I have a full right to ask you to get back to your work with serious attitude and passion. Please consider this letter as a warning.

Even though we have given you many verbal warnings, you have not shown any improvement in your bad behavior. If you continue your bad behavior, we will have no choice but to terminate your job.

We expect you to rectify the problems generated due to unacceptable behavior.

Sincerely,

[Your Name]

[Title]