[Company Name]

[Your Name]

[Date]

[Recipient Name]

**Subject:** **Condemnation on Inapposite Etiquette**

Dear [Recipient Name]:

Mr./Ms. [NAME HERE], the company has been greatly censured by the conduct shown by you to your colleagues. Dear, you had been a very diligent and admirable person with a higher sense of responsibility and willingness towards work, but the manner you are presenting these days is incomprehensible.

Mr./Ms. [NAME HERE], you were seen using abusive speech and offensive demeanor with your colleagues in various occasions including the lunch times, meeting times and in recesses. You get extremely harsh whenever someone tries to communicate and specifically use sarcasm and mockery as offending tools.

we are quite disconsolate on getting this appalling information of such a courteous person of our company who was worth working with. You should have consulted with your supervisor if there was any misconduct happened in past or any misunderstanding happened between you and your colleagues before commencing the conflict by yourself overlooking the company code of conduct you signed in the beginning.

We are taking this issue under our consideration due to your previous quality record, but you need to go through the employee rules and oaths treatise to motivate you on being your primitive self and develop many good morals to recommence your job and worthy relation with your colleagues. As per pronouncement of the company regulations, we will be obliged to take stringent response against those who breach the employee oath that can lead to suspension and even cessation.

Sincerely,

[NAME HERE]

[Title]