Your Name

Company Name

Date

Recipient Name

Title

Organization Name

Dear Recipient Name:

We are quite disconsolate on the incident happened last day of your misconduct towards the company manager. Mr./Ms. [NAME HERE], you are a very conscientious and dignified employee of all, but we were unable to surmise that the disorderly conduct was broached by you.

We received this information from the CCTV camera of the office and by witnesses of that disquiet occurrence. It was done between the crucial working hour of [TIME] am/pm, on [DATE] after [TIME/EVENT]. The expression observed was dissonant and was against the workplace professionalism. Mr./Ms. [NAME HERE], you need to review the employee directive treatise which propounds the professional courtesy code towards your coworkers and supervisors.

With due respect Mr./Ms. [NAME HERE], you need to reconsider your misconduct and try not to violate the employee code of conduct. If you have any disagreement with you confederates or administrators, please write to the Director for assistance. Otherwise, if the contravention occurs again, the company will be obliged for the termination of the one who does the breach again.

Sincerely,

Your Name

Title