[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Admonition for misconduct

Dear Mr. /Miss [NAME HERE],

We have been reported that you have some disputes with your colleagues. We want to inform you that fight at work is not allowed and will not be tolerated at any cost as it badly ruins the environment of the organization.

We hope that you are not going to fight at work again. We will have to take serious disciplinary actions against you in question if such kind of actions of misconduct is not corrected. You are expected to keep good relations with your co-workers as your cooperation with them is very important for the success of the company.

Sincerely,

[NAME HERE]

[Title]