[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name] -optional

**Subject:** Admonition for Misconduct

Dear Mr. /Miss [NAME HERE],

I am writing this letter to warn you of the unpleasant incident that occurred the other day because of your quarrel with your fellow worker. You have been very punctual and hardworking employee to date. However, the company cannot accept this behavior of yours.

If this incident will occur again in future, we will have to take some serious steps.

We will be very happy to see you behaving good and positively with co-workers as per your contract with the company.

Thank you

Yours Sincerely