[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Warning for Indiscipline Behavior

Dear Mr. /Miss [NAME HERE],

This warning letter is being written to inform you that your fight with co-workers is a serious misconduct in the company. The company cannot accept any such type of behavior. The company is known for its good reputation because of having the best working environment.

We cannot tolerate anyone who ruins this peaceful environment. Therefore, you are warned to adhere the rules and regulations of the company.

We hope that such type of misconduct and misbehave will not be seen in future. Kindly consider this letter as a formal warning letter.

If you are ever found misbehaving again, the company will have the right to terminate you from the job without prior notice.

Sincerely,

[NAME HERE]

[Title]