[NAME HERE]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I wanted to speak to you personally, but my workload did not allow me to have a one to one meeting with you. I have been counseling you for months, but it seems like it has no effect on you. You are a wonderful person with just a bad temper problem. You are doing well in your job but every time your temper comes in between.

If you do not change your attitude, this will put you in a lot of troubles. I recently found out that you have been in a fight with your manager [NAME HERE]. This is not the way to go about if you have problems with people at work. You must follow the necessary disciplinary policies. If something is really disturbing you, the best way is to speak to your seniors. Based on your behavior, I have taken the decision to suspend you for a week. I want you to use this time to analyze yourself and bring improvement in your personality.

Sincerely,

Naveed Ahmed

[Title]

cc: [Manager’s Name]