Dear Dani,

Hope this finds you in the best of health.

We all are very fond of your personality and charm. Everyone loves talking to you and you seem to be the most favorite person in the department. Being friendly at work is nice but being excessively talkative is not very good. It can have a devastating impact on your work as well as on your relationship with colleagues.

Please take it as a polite warning to change your behavior and work on your talking habits.

With thanks.

**Letter #2**

Hello Meezo,

I am writing this after receiving many complaints against you for the informal talking you do in the workplace. On [DATE] I received a complaint against you regarding a verbal altercation with Ms. Susan. On [DATE] you came to the office at 9:40 and on inquiry, you misbehaved with your manager and discuss this later with other colleagues. The purpose was to disgrace and humiliate Mr. Shafuqt: the manager.

As per company policy, you cannot engage anyone in the workplace in your personal matters. The company expects everyone to show professional behavior and take care of the language being used. Please be mindful that any informal talk/discussion will not be tolerated in the future. Strict action will be taken if the same act is repeated.

Sincerely.