**To:** Mr. Greg

Assistant Manager, Sales department

Employee #11002

**From:** Mr. Walner

Manager HR

**Subject:** One-week unpaid lay-off-abusive behavior

**Date:**  21st June 2018

Dear Mr. Greg,

We have received a complaint against you which is about your disrespectful behavior towards Mr. Hill calling him abusive words around 2:30-3:00 p.m. on 20th July 2018.

You have been an employee at our organization for more than five years and we have never received a complaint against you. However, this complaint is quite serious and the disciplinary action that management takes in such situations is clearly written in the employee handbook. We are attaching it again with this letter.

This type of disrespectful behavior cannot be tolerated by the company. No employee has a right to disrespect and be rude toward any other employee. There is no issue which cannot be resolved by civil dialogue. The abusive words that you used did not just affect Mr. Hill but affected the overall workplace atmosphere as well. If there was some problem, you could have brought that into the notice of the management. There is no justification of such behavior and we, the management, cannot tolerate or let it spread.

You are being placed on a one-week unpaid lay-off starting 22nd June 2018. You are required to report back on 29th June 2018. However, if this disrespectful behavior continues in the future, it would result in a permanent expulsion. In addition, we also want you to personally apologize to Mr. Hill in front of everyone as you called him bad words in front of everyone as well.

We have no hesitation in saying that you are a hard-working and loyal employee. Yet, we care about all employees and expect you to restrict yourself from indulging in such disrespectful behavior.

Sincerely,

Mr. Walner,

Manager HR.