[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

To

[Recipient Name]

[Title]

Dear [Recipient Name]:

This letter is issued to you for behaving in an unprofessional and unaccepted way that no employer can ever endorse at the workplace. This letter serves you as the warning letter for creating a very uncomfortable environment in the office on [INSERT DATE & DAY]. You have been found indulged in unprofessional and unethical activities by calling your guests to come to your workplace and making uproars in working hours.

It is clearly described in the company policy that only one guest can visit during break time and that too should not happen quite often.

I have received many complaints about this misdemeanor. It is highlighted that your guests were excessive in number and didn’t consider the workplace something sacred. You are solely responsible for all this mess and you are answerable for that as well.

You are dictated to meet me in my office on lunch break and elucidate me why this all happened. You must write an apologetic email and make sure the same will not happen again.

[Your Name]

[Title]