#1

This warning letter is being issued for your transgression and misconduct with your fellow employee [name]. You are incessantly attacking your colleagues, which is why this warning letter is being issued to you.

It has been witnessed by some employees that on [mention date & day], you engaged in a baseless fight at the workplace, which is unquestionably against the code of conduct, resulting in deliberate defiance and unsatisfactory performance of duties. The authority of my company has already notified you not to behave poorly with others, and you further did a physical assault on him.

You should have been dismissed spontaneously, but only because you are one of our hardworking employees. Due to your amenities, we are giving you a final chance to explain all about the episode. Otherwise, you will be chastised according to company policy in this matter.

Sincerely.

#2

This letter serves as the final warning letter to provide you with the last chance to mend your ways in every manner if you seriously intend to stay at the organization. It has been brought to our attention that you had a physical fight with [name of the employee] over a trifle yesterday. As far as I know, all that mess started with trivial arguments.

You are being blamed for initiating the physical assault on him, and he, in his defense, confronted you, which was his right. You have always shown professional conduct at the workplace, which is why the chance is being provided to you. We won’t endorse any such misbehavior again, which can ruin our company's reputation in the worst possible way.

You must present at a meeting with the board of directors today during the lunch break at 2 pm. You must correct your behavior, and any further misdemeanor will result in your swift termination from the post as [mention designation].

Thank you!