Date:

To [employee name]

Subject:                Warning for violation of office decorum

It has been observed that your behavior lately has been in violation of the office decorum. At [company name] we encourage diversity of ideas and innovative solutions. While not all ideas are implementable, this does not mean that we curb discussion and ideas by ridiculing others or snapping at them.

Please be mindful of other people’s feelings and abstain from derisive remarks. Consider this letter a warning against such behavior. Violation of office decorum shall be dealt with seriously.

Sincerely,

Human Resources Department