Date:

To [employee name]

**Subject:** Warning letter for shouting

It has been observed that you frequently shout in office meetings and discussions. We have received several complaints regarding your behavior. Our company values respect and tolerance among employees. Any disagreements and arguments must place in a civilized manner keeping in mind the office decorum.

Please consider this a warning against unprofessional behavior and abstain from shouting at co-workers and subordinates. Failure to improve behavior shall lead to disciplinary action against you.

Sincerely,

Human Resources Department