Date:

To: [employee name]

**Subject: Warning for violent action in office**

We have received a complaint about your behavior. On Friday [enter date], you entered a heated argument with a colleague and threw a chair at him. Your behavior was observed by several employees at the office including the HR Assistant. This is a serious offense.

Please be warned that any such behavior is not tolerated at our organization. Acts of violence are strictly punishable. You are hereby warned to avoid any such behavior in the future, or it would lead to your termination.

Sincerely,

HR Department

Date:

To: [parent name]

**Subject: Warning letter for violent action in school**

We have received a complaint about your child’s behavior. Your son [NAME] studying in grade 6 was witnessed by several classmates indulging in violent behavior. On Tuesday morning, he broke into a fight with a fellow student and punched him twice. Thankfully the child did not suffer many injuries except a bruise. His parents have also filed a complaint against your son’s behavior.

Please be warned that any subsequent violent act shall result in the suspension of your child.

Sincerely,

Principal