Date:

To [employee name]

Subject: Warning letter for misconduct

It has been reported that on [enter date] you came to work heavily intoxicated. Under the influence, you are also reported to have misbehaved with fellow workers and used indecent language. Such behavior is intolerable at the workplace. We at [enter company name] endeavor to maintain a healthy and comfortable environment for our employees. Any behavior or actions that violate the comfort of employees shall be strictly dealt with.

This notice is a warning against such future behavior. Failure to comply with organizational norms and disrupting office environment will lead to disciplinary action against you. You are required to issue a formal apology for your behavior. A copy of this warning will also be added to your employee record.

Sincerely,

Human Resources Department