**To:** *Employee Name***From:** *Supervisor Name***Date:** 6th March 2019  
**Subject:** Written Warning **–** Unprofessional Conduct

This notice is to serve as the Final Warning:

On February 18th, you refused to attend the client meeting and gave the impression that it was a waste of time and passed a comment about it being like “Squashing water”.

This kind of behavior is considered insubordination under our company’s policy and will not be tolerated.

We have also received complaints against you from your fellow colleagues that you pass rude comments to them. One of your co-workers quoted an incident that took place on February 21st, that you insulted him when he asked you to hand him over the reports and even tore some of the pages. Almost all office workers saw this.

This type of conduct is unacceptable and has a negative impact on the professional environment of our company. We are forced to issue this warning notice. This has been documented in your performance review. You are being warned to amend your act and unprofessional behavior towards your work as well as your co-workers.

You have served in this company for the past 4 years and we value our employees, so we are not taking any severe action right now. However, if this happens again, we will be forced to terminate you.

We would like for you to write an apology letter to your fellow workers as well as the client.  In the future, we hope to see you behave and act like a professional.

Employee Name & Sign

Authorized Signatory

Cc: Human Resources

Personal file