|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

As is obvious from the title of this letter, you have come under scrutiny for your willful disobedience to the management. It is reported that you didn’t obey their standing order. Moreover, it has been clearly mentioned that you did it on purpose which is never ignorable. We always aim at providing a healthy and friendly atmosphere to our employees which does never mean that such ill-mannered approach would be entertained.

According to the rules of the company, you deserve to be punished strictly but keeping in view your overall performance, the company issues you this warning letter as the first and the final warning for such unacceptable attitude in the house.

Hope you will mend your behavior to the best.

Regards!