Date

Name  
Address

Dear Mr. Steven,

This letter is intended to warn you against your unprofessional behavior of smoking in the office area.

In our office building, there is a separate smoking area on the ground floor, which all our employees are completely aware of. It has been clearly stated in the employee handbook that no employee is allowed to smoke outside that area, while in the office building. Still, you breached that rule and smoked in your office seat on 14th November 2019.

Your colleagues who were sitting near you got disturbed because of the smoke and have complained against you. One of them has a throat allergy, so she had to leave the office for a while. This is not acceptable in our company.

We hope that such behavior will not be repeated. Else, this warning might turn into your termination.

We seek improvement. For any information contact [Contact].

Regards,

Martha William.