Date

Name

Address

Dear Mr. William,

I am writing this letter as a warning for your rude and confrontational behavior with Mr. Smith John on 20th January 2020.

When the client deadline was not met, you, as a manager, was responsible for it. Instead, you took all your anger out on your assistant manager. You were not only rude but confronted him for what was not even his fault. Some witnesses claimed that it even involved physical confrontation to some extent. Mr. John is quite disturbed because of this behavior, and our company does not want to lose a hardworking man as he is.

This is completely unacceptable. Our company focuses on a culture of the friendly and comfortable workplace for all our employees. However, you have violated the rules and transgressed the allowed limits. We are right now only issuing you a warning letter, however, if such behavior gets repeated, our next step would be your termination.

Being our responsible employee, we hope that you would rectify your behavior and apologize to the affected party.

Regards,

Sarah Schwarzenegger.