Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

This is to inform you that the company is not happy with you for not acting according to the code of conduct. We have observed you behaving inappropriately with the colleagues and using unacceptable language. As we all know, it is not allowed to use obscene language at the workplace, so this is a formal letter of warning. Ignoring this warning will force us to take action against you.

There is also an issue with your timing and the department head is never informed before you take a leave. It is the company’s policy that the employee has to inform the manager if there is an issue and you will not be able to come to the office. This is the last warning and the company will not tolerate this in the future.

Sincerely,

Your Name

Title