3 March 2020  
John Adam  
ABC Organization  
New York, Street 7890  
  
Dear Mr. Adam,

You are accused of behaving rudely with lower grade staff. I have been listening to these complaints about a long time but each time I was giving you an opportunity that you would be changed and had warned you verbally many times to bring some change in your relations with lower staff. I cannot bear this unfairness and misconduct on behalf of you and want my staff to be well mannered enough to know how to talk.

Your colleagues have also registered complaints against you that you are very ill-mannered and use abusive language while talking. I was surprised to hear that you slapped Mr. Luther who is a tea boy here and insulted him in the crowd. Such kind of stupidity is not expected from you. If you want to continue your job here, then you must give me an explanation of the entire incident. Moreover, you must apologize to Mr. Luther for what you have done with him. If you do not do so I would then forward this matter to HR and they will handle the situation.

Keeping in view what has been said above, I am giving the last warning to you to show some positivity towards other staff members and be friendly with them. I want you to visit me tomorrow along with your explanation letter. Thank you.

Regards,

Albert York