John Marshall Groups   
D-floor KBK Tower  
New York, USA

9th April, 20XX

Hemmed Collingwood  
212-Nishat Street  
NY, USA

**Re: Warning for Miscommunication and Bribery**

Dear Collingwood,

The purpose of penning here is to send you an official warning for the violence of the company’s rules and regulations. It is informed to the company with valid proof that you have been involved in taking bribes by promising the clients to leak secret information of the company. It is also apprised that you have been miscommunicating the company regarding its serious interests. The company is unable to abide by such immoral and illegal demeanor.

The company is very well reputed since its inauguration for its professionalism and well-conceived projects. Leaking the company’s confidential information, miscommunicating with the company and taking bribes from clients can charge you with serious penalties for breach of confidentiality on the civil or administrative basis of legal codes. It is in serious harm to the company and the company is invited to take any legal action against you.

Collingwood, since you have been working in this firm for long and an asset to the company, it decides to notify you of the violence you have committed as a warning note-keeping it confidential from others. Furthermore, you are given three months to return all the loss to the company i.e. $500,000 ordained with an apology letter to the company shaping it a promise to never do that again. In case of not acting upon what is directed or relapsing, the company can terminate you and can take any legal action on the grounds of your misconduct.

Sincerely

(Signature)