To,  
  
Robert,  
Assistant, Stars Marketing Company,  
City Tower, 3rd floor  
Michigan, USA

17-04-20XX

Subject: Warning letter to behave politely

Dear Robert,

This is with reference to your misbehavior and disability to comply with the discipline of the company and acting in a flagrant way thereby causing embarrassment and unrest in the office. You were supposed to make your office a calm place for working but you, through your behavior, showed as if you are not able to comply with the instructions.

A day before yesterday, I received a letter from your branch that a junior staff member experienced misconduct from your side while he was presenting his project. You cut him off in the middle of his presentation, shouted at him, and criticized him hard over his performance while the whole staff was watching this. I was shocked to know about your unprofessional and disrespectful behavior. I had already told all staff members that the office environment should be kept peaceful and calm in order to ensure the sharing of knowledge between senior and junior staff members. You, while yelling at your colleague during his presentation in front of the whole staff, destroyed that peaceful environment thereby breaching the discipline.

You are now being sent this letter which is to be considered as a final warning letter. You are warned to behave politely with all your colleagues. If we receive any further complaint about you, your services will be terminated with immediate effect, regardless of your good performance in the past. To us, discipline carries supreme importance than anything else.

I have you will show us an improvement in your behavior.

Yours sincerely,

Anderson  
CEO Stars Marketing Company