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

17-04-20XX

Subject: Warning letter to behave politely

Dear John,

There is no exaggeration in saying that your behavior is inappropriate, lacking maturity and professionalism. Yesterday, I received a letter from your manager. It brought me in to the feelings of pain to read about your bad behavior in the office last week. I came to know that you have already been warned by him for misconduct with one of the female staff members. The most important fact that he described was that the situation was being handled until now, but it has gone beyond his control due to an incident.

What went wrong with you on the 15th of April, 20XX when sitting calm, without any reason, you started shouting at one of the most senior staff members in the presence of visitors and area managers? No doubt we value your work because you are one of the senior staff members of our company and we strive hard to provide you a comfortable environment in the office. If there was anything wrong, you should have brought that in the notice of your immediate boss. Why did you lose your temper? What example are you setting for your juniors? Do you have any answer to defend your misconduct? Such an incident in a well-reputed company usually puts an employee at the brink of suspension or termination straight away.

However, keeping in view your previous record, the company wants to give you another chance and warns you to behave politely with all the staff members regardless of their ranks. Consider this letter as a serious and final warning from the company. If you fail to improve your behavior, you will be terminated.

We hope to see an improvement in your behavior.

Yours sincerely,

Anderson,

CEO Stars Marketing Company