Date:

[Recipient’s Name],

[Recipient’s Address]

Subject: Warning Letter for Unprofessional Behavior

Dear [Recipient’s Name],

You have been working with our company as our company’s lawyer for the last four months. All of our company’s courtly matters are handled by you.

You have always been great at your work and everyone praises your effort. But we have been reported that you use abusive and offensive language with other employees and this attitude cannot be entertained by the company. We value all our employees and we also expect that employees will also respect the company’s values.

While agreeing to the company’s policies you agreed to always be respectful towards other employees. After this act, you not only violated the company’s guidelines but also violated the basic rule of working with courtesy.

It is an official warning to you to improve your behavior and become more respectful towards your colleagues. Otherwise, we will be forced to take strict action against you.

I hope it will not happen again.

Regards,

[Your Name]

[Title]