To,

[Employer's Name]  
[Employer's Designation]  
[Organization]  
[Address]  
[City], [Zip Code]

[Date]

**Subject: Warning for Unprofessional Behavior at Workplace**

Dear [Employee's Name],

This letter serves as a formal warning letter to inform you about your unprofessional behavior in the workplace. We have been conducting your unprincipled behavior for past [Time Duration]. We ignored it at first and thought of you to learn from your mistakes, but your supervisor had been experiencing [The Issue] for a long time now therefore we proceed to give you a warning notice.

Our work environment ensures the quality, performance, and discipline of every worker. Any kind of misconduct won't be tolerated. As a result, being the [Your Designation] of this company I notify you to show some professionalism while dealing with your co-workers, keeping in mind all the company policies.

Looking forward to improved behavior. You can feel free to contact me regarding any concerns.

Sincerely,                                                                                     Employee's Signature: [Signature]

[Your Signature]

Dated: [Date]