Date

Name  
Address

Dear Mr. John,

I am writing this letter to warn you against your act of using a forged signature on a company document.

On 2nd August 20XX, Mr. Steven requested you to get the documents signed from Mr. David on an urgent basis. If Mr. David was not available, you could have informed Mr. Steven about it, instead of copying Mr. David’s signature and involving yourself in forgery.

No excuse is acceptable in this scenario, and even a legal action can be taken against you, as our company is extremely strict in not bearing such behavior. Being a responsible and authoritative employee, it is your duty to minimize forgery and fabrication. Rather than fulfilling your role properly, you used fake signatures yourself.

As the document was internal, and you have been our good employee over the past years, we are issuing only a warning letter for now. However, if something on the same lines is ever reported again, you will directly be terminated from this organization.

We hope for your understanding and cooperation, and we hope no such act will be committed by you in the future.

Regards,  
Sarah Robson.