Date

Name

Address

Dear Mr. John,

I am writing this letter to inform you that disciplinary action has been decided against you due to your bad attitude toward your colleagues and clients.

Many complaints have been launched by different employees about how badly behaved you are. Not only that, but many clients are also not happy with your overconfidence and self-obsession. Being confident is certainly valued, but you should regard and respect others as well.

We kept you under observation for three months and have reached the conclusion that the complaints against you are not baseless. Your bad attitude not only affects your colleagues and clients but also is not proving good for your work. Being a self-centered person, you have impacted the overall work environment as well, which is completely unacceptable.

You have ignored the warnings and we have no other option but to take disciplinary action regarding demotion. From 1st April 20XX, you will become ‘Assistant Manager’ instead of ‘Manager’, and your overall package will be reduced by 6%. You can contact the HR department to inquire about these deductions.

If you will continue exhibiting bad attitude, our next step would be an immediate termination. Consider this letter as a notice period letter as well.

However, we hope that you will attempt to regain your position and work toward it by improving your attitude.

Regards,

Samantha Simson