Date

Name

Address

Dear Ms. Michelle,

This letter is being issued to you as a warning for not following the protocols during the meeting with one of our major international clients Mr. [ABC] on 13th February, 20XX.

The human resource department has often received complaints against you from other employees for not observing the protocols during the official meetings. However, this time the client has launched a complaint itself, which forced us to issue this warning letter. ABC is a significant client, and we cannot afford a bad relationship with it. Knowing that you still exhibited unacceptable behavior.

Being the employee of XYZ, you are aware of the importance we give to the stated as well as the unstated protocols. Yet, you often show your casual behavior and offend other people.

We warn you to change your behavior, else, next time, a termination letter would be issued instead of a warning letter.

We hope that from now on, you will show improved manners and observe protocols properly. We seek a better change.

Regards,

Steven Smith.