Date

Dear Mr. David,

I am writing this letter to highlight that your behavior for few months is quite unprofessional which is unacceptable to ABC Limited. We want to warn you that you need to change your behavior to avoid strict consequences.

Our company values strongly revolve around respect. We understand that you were expecting a promotion and if the company believed otherwise, it does not mean that you can show your anger in the work environment just because your will was not granted. As the promotions are, usually, associated with increased salary and fringe benefits, we have delayed not only yours, but everyone’s promotions, due to the current unstable financial state of the company.

We have received various complaints against you for your uncontrollable anger especially since the news of no promotions was disclosed by the company on 4th Marc, 20XX. We want to warn you that such behavior is intolerable. You need to sort your anger out, otherwise, we will be forced to terminate you, as we cannot risk the respect of our colleagues.

We hope you will improve your behavior as well as will control your anger.

Thank you.

Regards,

Martha Steven.