Date:

Name of the employee  
Address of the address of the employee

Subject: Warning for cigarette smell at the workplace

Dear Mr. Johansson,

I have got complaints from many customers that you give bad cigarette smell. As a sales representative, it is not a good idea to smoke at the workplace and then interact with customers. It is not the policy of the company to bear with those employees who have a very unprofessional attitude and don’t bother to keep themselves clean and free from bad smells. You have been given many verbal warnings before about this issue. However, you paid no heed to them. It is also mentioned in your employment contract that maintaining cleanliness is a must. For your convenience, I am reiterating here that any worker with a cigarette smell will not be tolerated.

Please consider this letter as a formal warning letter from the company. You are expected to come to the workplace with proper cleanliness measures. If you feel the urge to smoke, take different measures to keep the smell at bay. I do not want to receive this type of complaint ever again from any of the customers as it is very embarrassing for me to bear with such types of complaints.

I hope that this warning letter will help you understand that smoking at the workplace is not justified in any case. If you don’t understand this problem and keep giving cigarette smell, I will have to take some other kind of disciplinary action as this action of yours poses questions on the integrity of the company.

Regards,

Name of the sender

Signatures