Company XYZ  
Harrison James  
Manager

Heather Charles  
CEO

1st July 20XX

Dear Mr. James,

We have noticed a persistent occurrence of bad behavior from you. There has been a series of events where you have been talking rudely with your fellow workers and not cooperating with them as required.

This Tuesday, you were seen yelling at Mr. Smith for not entering the data in the database without enquiring about the whole situation. This certainly created an unfavorable environment for the whole office workers. This will not be tolerated.

Earlier this week, you were heard making rude comments about a fellow worker which was reported to HR by quite a few employees.

We are informing you through this letter that you need to mend these actions or else this could lead to grave consequences and we might have to terminate your job.

You have been a key employee of this company and we don’t want to lose you, but this behavior has reflected on your work adversely.

We wish to see a positive change in you very soon.

Yours sincerely,

Heather Charles  
CEO  
XYZ