Date

Dear Mr. David,

I am writing this letter to warn you about your inappropriate behavior with Mr. John Smith on 5th July 20XX, as well as and your unprofessionalism in handling work and instructions.

As you and Mr. Smith are working together on the project ABC, it was expected that you two would cooperate with each other to yield the maximum productivity. However, Mr. Smith has filed a complaint against you for your rude behavior and non-compliance with the client’s demands. On the day of incidence, you simply refused to follow the drafted instructions provided by the client, and when Mr. Smith asked you otherwise, you became rude to him to the extent of the abuse.

You should know that we do not tolerate such behavior at all. In the past, you must have seen us terminating employees for being unprofessional with other employees, even without giving them any warning. This is your first and last warning, after that, you will immediately be terminated, if you do not change your attitude. Additionally, you need to send Mr. Smith a written apology letter. From now on, we need to see you following the instructions properly as well as cooperating with your colleagues completely.

We hope you will realize your mistake and would improve your behavior. We also hope that you will not force us to take any drastic action.

Thank you.

Regards,

Tabatha Steven.