To

[The Recipient Name]  
[Designation]  
[Department Name]

Dear Mr. [name]

I [title] [name] am writing to you on behalf of [company]. You were hired on [date] as a security guard for the night shift. On [date] when some employees from [department name] visited the office after the office hours at [time] when you were supposed to be on duty, they couldn’t find you anywhere. They have reported that the front doors were open and they found you lying in the corridor. They were surprised by this situation.

At first, they thought that you were unwell but upon further investigation, you started misbehaving with them and they discovered that you were under the influence of alcohol.

This incident is very upsetting for us, as you were trusted with the security of the office but due to alcohol consumption, you became a liability yourself, leaving the office doors open at night while lying drowsily on the floor. This is highly irresponsible behavior and you put the security of the place at risk.

You are required to see Mr. [name] from [department name] tomorrow and explain your behavior. This kind of reckless, irresponsible, and immoral attitude would not be tolerated in this office.

Yours sincerely,

[Your Name]  
[Designation]