Date:

To:

Name of the employee:

Company’s name:

Dear Mr. ABC,

It has been brought to my attention that the company is having a problem with your conduct. I have received complaints from various people which I have made be concerned about your conduct. As a sales manager, you are required to meet the expectations of people and talk to everyone politely. You must understand that misconduct in any form troubles everyone at work.

Sincerely,

I hope that you will understand this and work on your behavior and performance. Feel free to contact me if you have queries.

Name of the sender,

Signatures