                                                                                                             Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:  
Name of the recipient  
Address of the recipient,

From:  
Name of the manager,  
Company’s name:  
Contact details:

**Subject: Warning for casual behavior at work**

Dear Mr. (mention the name of the employee),

This letter is being written to you to warn you about the casual behavior you have been seen showing at the workplace. The company has told you a number of times how you are supposed to be behaving. I have also met you in person once and gave you a verbal warning. Now, I am writing you a written warning letter because the repetitive demonstration of casual attitude in the office shows that you are not respecting the rules and regulations of the company.

I would like to let you know that if you did not stop behaving too casually while you are in the office sitting in a certain position, the company will have to dispense your services without issuing you any advance notice. Feel free to contact me for any queries.

Miss Sara.

Yours sincerely,

Signatures of the sender

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