**To**

**[The Recipient Name]  
[Designation]**

**Re. Warning for Unprofessional Behavior Witnessed by Scrutiny Committee w.r.t. Performance Appraisal of [MONTH], [YEAR].**

This letter has been drafted to warn you of the unprofessional behavior persistently percolating from your uninformed leaves, later coming to the office, leaving early without informing or taking considerable permission, and rude reactions to the coworkers and your immediate supervisor Mr. [NAME].

This letter entails the unprofessional behavior warning in the grey belt of the office policies and the possible consequences if this behavior is not shut down and not dissolved with an apology letter to your supervisor along with a show-cause notice to the Human Resources Senior Manager.

You have been working in this firm since 20XX, therefore, we expect from you that you thoroughly and entirely express an understanding of the company’s policies and its zero tolerance for unprofessional demeanors and incompetence. In this world of strict competition, it has become difficult to get desired positions or cadres. Our company is marked with intense optimism with many opportunities to elevate your professional output by an input marked with professionalism and competence.

We highly discourage a rude demeanor to the supervisors who keep an eminent and iron man’s position in this company. They work for days and nights to iconize the company’s reputation. Moreover, the company has a set policy to get short leaves and full-day leaves from work on an urgent basis, but it can only be made possible by following a certain process.

There is no place for unwilling workers who prospect their job as a burden and keep work-life on a secondary note while prioritizing unprofessionalism. The company’s policies for leaves and supervising agents have been attached as Appendix-I and II, please study them thoroughly for a complete understanding of work ethics at [COMPANY].

For any more, please write to me at [EMAIL] or meet me in person from [TIME] to [TIME] on [DATE]. I expect you will take strict notice of this warning letter and do your best to not practice such unprofessional working gestures. Thank you.

Regards

[Name]  
[COMPANY]