**To**

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

**Re. Warning Letter on Practicing Unprofessionalism Non-Compliant to the Company’s Rules and Regulations A & C and Enacted Federal Company Laws for Employees 20XX.**

Dear [NAME],

Please receive the letter with the complete authority of your position as the letter serves as a warning notice. It is requested to read the letter thoroughly and draft a show-cause serving apology for the unprofessional behavior cast by you in your full capacity of service.

As you have been working in this organization as a [POSITION], it is expected from you that you practice working in complete compliance with the company’s policy of employees & coworkers code of conduct w.r.t. Company’s Policy Book of 20XX.

It has been reported to the administration through various scrutinizing devices that your demeanor does not possess a good quality of professionalism rather it has been casual, carefree, overwhelmingly frank which sometimes creates discomfort for the other, and potentially harassing to the female coworkers.

This is directly against our set code of conduct and also goes beyond the state laws of Gender Law of Non-Discrimination, Women Protection Law, and Anti-Harassment Law of 20XX.

Therefore, it is indicated that your malpractice of misdemeanor can shape into serious crime and end up in certain constrictions from work as per the company’s policies and can be termed as heinous crime and threat to society.

Evidence(s) can be furnished if you are willing to file a reference for it. In case, found guilty, legal/penal prosecution will be called into action. Otherwise, it is encouraged to respond to it with the apology cum show-cause and correct your demeanor and professionalize it.

The letter expresses strong condemnation of such behavior by the company’s forerunners and will be met with serious actions if repeated. Thank you.

Regards

[Name]  
[COMPANY]