Date:

To:

Name of employee,

Designation

Name of the company:

**Subject: Warning letter due to disrespect at the workplace**

Dear Mr. ABC,

This letter is being written to let you know that the company has been observing your performance for many days and we are regretful to let you know that you are not only lacking dedication for work but also acting disrespectfully with others. Your behavior has badly disappointed the company.

Many of your co-workers have also complained about your bad behavior and they say that they don't want to interact with you because of the rude tone you use with them. There are also some incidents when you misbehaved with the supervisor also.

We would like to let you know that this type of attitude is not bearable in the organization as it affects the environment badly. We are giving you one chance that you can use as an opportunity to change and improve your behavior. Please consider this letter as a final warning from the company. We expect that you will improve your attitude and you will try to maintain your position.

Regards,

Name of the sender

Signatures

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