From: [Name of the sender]

Date:

To:

Name of the company

**Subject: Internal warning for [XYZ.**

Respected Mr. ABC,

This letter is being written to you for not showing compliance with the security regulations of the company. You have been told many times that it is essential for every worker to show an ID card at the entrance and follow this procedure strictly. However, you have been seen many times imploring the security guard to let you in without an ID card.

As a matter of fact, every organization devises several rules and regulations because they are meant to be followed. Those who don’t abide by these rules show that they don’t have any respect for rules as well as for the organization.

You have been given an oral warning before. Now, you are being warned again with a written internal warning so that you don’t repeat any such breach of rules. I hope that this letter will help you correct your behavior and take your work seriously.

If you need to discuss anything with me in detail, you can see me in my office.

Regards,

Name of the sender

Signatures

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