Date:

To:

Name of the employee:

Department name:

**Subject: Letter regarding misconduct**

Dear Mr. ABC,

It has been reported by many workers in the company that you misbehave with your co-workers. Considering multiple complaints from people, this warning letter is being issued to you. In addition to it, you are very negligent towards your duties and there are many such incidents when you were seen behaving irresponsibly.

It is important to keep in mind that the company will tolerate the misconduct under any circumstances. Every employee working in the company is a representative of the company. Those who misbehave with co-workers or clients bring shame to the name of the organization they work for. Therefore, we believe that strict actions should be taken against those who don’t behave well at the workplace when they know that their good behavior is mandatory.

I believe that you will not repeat the same mistake. In addition, the company has all the rights to take necessary actions against you if you continue to do this mistake.

Regards,

Name of the employer

Signatures

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