Date:

Name of the recipient,

Name of the company,

**Subject: Warning letter for gossiping**

Respected Mr. ABC,

You are being issued the reprimand letter since you have been involved in gossiping with one of your co-workers. Gossiping is an immoral activity, and we believe that it ruins the environment of the company also.

In our company, every employee is given plenty of work to complete in one day. I don’t think there is any free time for employees other than break time to indulge themselves in unnecessary chit-chat. Those who are involved in gossip always fail to show good performance and affect the company as well as their performance. In addition, they distract others and become the cause of disturbance for others.

I have received many complaints regarding this behavior of yours. Due to this, I am compelled to issue the warning to you. The company can never tolerate this behavior as it is against ethics and morality. I hope that this warning letter will be enough for you to realize that you have been behaving unethically. In case you don’t improve your attitude towards work, we will be forced to take serious action against you.

Should you want to know anything about this matter, send me an email.

Regards,

Name of the employer

Signatures

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