Date:

Name of the recipient,

Name of the company,

**Subject: Warning letter for gossiping**

Respected Mr. ABC,

I have received complaints regarding your unethical behavior. You have been involved in gossiping with the canteen administration. Due to this, you are often late to your desk after the break is over. I also learned that you are gossiping at your desk also. This becomes the cause of drawing the attention of others towards you thereby, disturbing them. Gossiping also results in creating and spreading misinformation.

You have been told several times to not be involved in this activity as it is very dangerous for the environment of the workplace. In addition, it reduces the productivity of all the people working around you.

As per the policy of the company, certain rules, and regulations, everyone working here are expected to show compliance. When people violate these rules, they spoil discipline in the workplace. Therefore, taking strict action becomes necessary in some cases.

You are being informed once again that the company cannot tolerate gossiping on its premises as we are under no obligation to get along with those people who don’t respect the healthy boundaries of the workplace. If you are ever seen again gossiping, I will have to take some serious actions against you. I hope to see improvement in your behavior.

Regards,

Name of the employer

Signatures

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