**Date:**

**Subject: Warning Letter for being Talkative at Work**

Dear Johnson,

This official warning letter is being sent to you for not following the company rules as outlined in the employee handbook. Your manager complained to us several times about your nonprofessional behavior at the workplace. We have observed that you have not changed your habit of unnecessary talking with your colleagues despite receiving a lot of verbal warnings from us. We have brought several times to your notice that being talkative at the workplace is strictly prohibited in our company. You must understand that this kind of unprofessional working behavior is not tolerated and is inappreciable.

We have designed our company’s policy after considering a lot of factors. We aim to make its working environment well-disciplined in all respect. Therefore, we want every employee to follow the rules and regulations of the company in letter and spirit. Being talkative at the workplace indicates that instead of working, you are wasting your time discussing useless matters. Such kind of unprofessionalism is harmful to the staff and it impacts badly on the company’s productivity.

Since you have already been counseled by your manager multiple times, management has decided to put you on an observation period of three months. Your behavior and performance will be observed by us during this period. If you do not stop yourself from unnecessary talking, we will be compelled to take strict disciplinary action will be imposed against you. In that case, you may face suspension without pay for an indefinite period. Therefore, you must take it as a final opportunity to shape your behavior and make it professional.

Having said this, we still believe in your capabilities and expect that you will show immediate improvement in your attitude. We hope at the same time that you will soon prove yourself a valuable asset to the company. We look forward to seeing an improvement from your side.

If you need any assistance in this regard, feel free to contact us directly.

Regards,

CEO