Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Salaries of employees are truly a confidential matter between the department head and the employee as per company policy. Mr. Joe, you have been recently observed violating this rule. Your department manager caught you red-handed viewing the payroll.

We were earlier informed by your co-workers of your nature of investigating into others matters. But we took it as normal. We are afraid that this time it will not be dealt as it has been dealt previously.

Your recent behavior has made us issue a final warning in your name. You are a very good employee of our company but this habit of yours will not be tolerated any further. Do investigate yourself and make changes accordingly as any more disrespect to the company policy will lead to a strict action taken against you or even termination.

Hope to see a positive change.

Sincerely,

Your Name