Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

The new policy devised by you and the HR heads was truly a confidential matter between the two of you. The company was to announce its new policy at its annual dinner but before we could do so, you took the honor of disclosing them.

Mr. Tim this step of yours has certainly disrupted the working environment of the company. You have violated the company policy when you were given involvement in a matter. Take this letter as a warning to yourself for future.

We intend to warn you from discontinuing your activities and get back to work seriously. Any further disturbance caused by you, will not be tolerated. Strict action will be taken.

Sincerely,

Your Name