[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

From the past few months, we have been persistently receiving complaints regarding your disobedience. The last complaint made by your supervisor must lead us to issue this warning letter in your name.

You have been a valuable resource to our company. The standard rules apply equally to all. Violation of rules is something that cannot be tolerated. You have continuously violated the rules by disobeying orders given to you by your supervisor.

In this letter, we intend to inform you that from now on no more disobedience will be tolerated and for that, you won’t be given any verbal or written warning. Strict action will be taken in future.

We hope that you will carefully examine your behavior and work on the right track as this will prove to be beneficial for you.

Jessie