[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

We are issuing you this letter with respect to your disobeying your supervisor's order for planning for today’s board meeting. You have not only disobeyed him but also demonstrated an element of disrespect by shouting at him.

Your disobedience accompanied with misconduct has leaded us to warn you against such attitudes in future.

We intend to see a positive change in you from now on.

Jessie