[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[phone number]

[email]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

This letter has been formally documented to bring a serious matter to your notice about your unethical and unprofessional behavior in office premises. The management has verbally informed you many times even before regarding this issue. Since you pay no heed to those warnings we must take a strict step this time.

You might be aware of our company's code of conduct and our strict policies in following ethics and etiquettes so if you continue this job with your unethical behavior and won't stop spreading mismanagement in office, we have every right to take legal action against you in future.

We hope that this written warning would serve the purpose and you will rectify your behavior. It would be beneficial for both you and the company to keep on progressing without unhappy incidents in the future.

Sincerely,

[Your Name]

[Title]