[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[phone number]

[email]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

It has been brought to our notice that you have been constantly violating the organization values and ethical obligations set for all staff members. Before this warning, the management has already alarmed you regarding your unaccepted behavior because you have misconducted twice with the manager.

The case has crossed the limit of verbal warnings because many of your coworkers are complaining about your rude attitude as well. You must know that along with sound technical capabilities, a highly professional and ethical behavior of an employee is required in any organization.

Therefore, if you want to continue in this organization and want to build a strong professional career in a reputed organization like ours, you must follow the adopted principles. Otherwise, the management will take the unfortunate decision of your suspension or termination from the company this time.

We strongly believe that you will be mindful of this last warning and act accordingly in future.

Sincerely,

[Your Name]

[Title]