[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[phone number]

[email]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

A serious issue has been reported about your misconduct and the management felt the need of this warning letter to be issued against you. Last Friday Mr. John reported that you misbehaved in the office because you were indulged in some serious personal matter and you bring out your frustration on official staff. Similarly, the day before yesterday you were rude with the team lead and left the office without completing your task and even reporting your work.

This seems very unprofessional and against the rules and regulations, you signed to abide by an official agreement. Therefore, as company's policy, we are sending this official warning letter to you to rectify your behavior before some unusual incident takes place. The company is very strict in terms of ethics and professionalism and demands all staff members to follow them accurately.

We hope that this warning will be enough for you to bring back the professional and technical employee we hired.

Sincerely,

[Your Name]

[Title]