[Your Name]

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

This is to inform you that on receiving regular complaints about your behavior from your colleagues the company is issuing you a formal warning letter. You are asked to be punctual, diligent, follow the proper dress code and show a professional attitude towards your fellow employees. I hereby being the head of the HR department would like to personally warn you that any violation of the code of conduct by you shall result in the permanent termination without any prior notice.

Hope to hear positive from you.

Sincerely,

Your Name

Title