Date

To

[Recipient Name]

Company Name

Street Address City, ST ZIP Code

Subject: **Unprofessional behavior shown**

Dear Ms. Jones,

You have been under the treatment of Dr. Watson in our XYZ hospital for two years now. Although, we do care about your health and well-being, but our hospital cannot bear your rude and aggressive behavior. You have shown your aggressiveness few times before as well and we did not take any action as you were under therapy and psychological treatment.

However, as your doctor has informed us that you have an improved condition now, we will not tolerate your unprofessional behavior at all. Our hospital is very strict in giving respect to all our staff and you are often rude and aggressive toward nurses and other helping staff. Even once, your doctor also reported your bad behavior as well.

This warning letter serves to notify you that you need to correct your behavior else, we will be forced to terminate you as our patient.

We hope that you will not execute such rudeness or aggression toward anyone and work on building a good relationship with us. If you have any questions, you can contact us at [CONTACT].

Emily Will.

Street Address City, ST ZIP Code

Phone

Email

Enclosure