Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This letter is being issued to you as a warning for your involvement in office politics.

We have received numerous complaints from various employees against you over the last few months. It is good to try to move up the ladder but that should not entail unprofessionalism and risking other people’s careers. To get a promotion, you have been reportedly involved in politics against Mr. Joe for acquiring his position. Mr. Joe’s manager was at the brink of firing him.

Such unprofessional behavior is not acceptable in our organization. You have been our good employee since you joined us which is why we are issuing you a warning letter only for now. We expect to see a change in you and an apology from you to Mr. Joe. If your behavior would not change, we certainly would have to take some serious action that might lead to your termination.

If you have any questions, you can contact us at xxx.

Regards,

Name Here

Your Title