Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

We are writing this letter to warn you against your lack of hygiene in office which is affecting your colleagues.

We have received numerous complaints against you and many employees have requested us to change their tables as they do not want to sit with you. They have complained about your bad body odor as well as clothes’. Certainly, it is not easy to sit with a smell, especially when you have to work closely.

You need to improve your hygiene and become presentable not just for the clients but for your colleagues as well so that they would get comfortable working with you. If you would not take this warning letter seriously, unfortunately, we have to terminate you.

We hope that we will not receive your complaint now.

With thanks,

Name Here

Your Title