Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter as a warning for your bullying behavior in your department.

We have received numerous complaints against you for bullying your colleagues. As a manager, you should be a source of motivation for your employees instead you are making them fearful of you. Resultantly, their performance has decreased drastically over the last few months.

You are aware of the company policies and know that ABC Limited do not tolerate such behavior. We are issuing you a warning letter which will turn into a termination letter if you do not change your behavior.

We hope to see a change. If you have any questions, you can contact us at [Contact].

Regards,

Name Here

Your Title