Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this warning letter in response to a couple of complaints that have been filed against you by the clerical staff.

Out of the five clerical staff members, four of them have made repeated complaints against your derogatory behavior toward them. Even if you are rich or holds a higher designation, it does not mean you can insult the employees working under you. You need to improve your dealing with them as well as give them respect.

We value all our employees equally and if you do not change your unprofessional derogatory behavior, you will have to face an unfortunate decision from us in terms of your termination.

We hope to see a change and you can contact us at [Contact] for any questions.

Regards,

Name Here

Your Title