Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you regarding your flirting in the workplace.

We have received many complaints from your female colleagues about your unprofessional behavior while working. You constantly flirt with them and try to engage them in candid talks while ignoring the main work discussion. At ABC limited, we do not tolerate such behavior. Your colleagues are uncomfortable around you as well as this is affecting the work atmosphere.

If you do not stop this behavior and we receive even one more complaint against you after this warning letter, we would directly fire you.

We hope that you would show a change.

With thanks,

Name Here

Your Title