Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you for your unprofessional behavior regarding your emotions.

We respect the feelings of our employees but to an extent that their feelings do not affect other employees. We have received numerous complaints against you in this regard. Your colleagues have reported that even on petty arguments or issues, you start crying and leave the room. You need to be professional in handling situations and resolving issues.

We hope to see a change in you and we hope that no further action would be required from us. Otherwise, we might have to take some serious action which may lead to your termination as the company is being affected by your unprofessionalism.

If you have any questions, you can contact us at (Contact).

With thanks,

Name Here

Your Title