Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this warning letter after observing your humiliating behavior toward your colleagues in various situations.

Although you are our exceptional employee and we value you, but your humiliating behavior and sarcastic comments are making other employees uncomfortable and they feel disrespected and demotivated which we have observed clearly.

Our company cannot tolerate your sarcastic comments or your making fun of others about their work, character, etc. If you do not control your behavior, after this warning letter, you would, unfortunately, receive a termination letter.

We hope to see a change and hope that you would start respecting others. For any questions, you can contact us at [Contact].

Regards,

Name Here

Your Title