Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this warning letter regarding your unprofessional behavior in making business decisions.

Last month, we put a tender notice for office furniture and received many offers. Being the decision-maker, you did not choose the most practical supplier rather you choose the one who was offering relatively higher rates. After investigation, we have come to know that the chosen supplier is your cousin and you have clearly given him a favor.

Due to your behavior, our company had to pay extra money. Not only this, our company does not encourage involvement of personal relationships in business practices. You must stop this behavior otherwise, we have to terminate you unfortunately.

We hope that you would change your behavior and consider company’s benefit as the top priority in all your decisions.

With thanks,

Name Here

Your Title