Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to warn you against your unprofessional behavior of mobbing.

Few people from your department complained against you and your group which pushed us to investigate the matter. After observing various situations, we have come to realize that you have made a group, with people having similar interests as yours, to take other employees under your control. This warning letter is being issued to you as you clearly have been observed as the leader of that group.

We, at ABC corporation, cannot tolerate this. All our employees are valuable to us. You need to stop this mobbing else, we would have to consider the termination of your whole group.

We hope you would stop this mobbing and show a change. If you have any questions, you can contact us at [Contact].

Regards,

Name Here

Your Title