Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you for showing disrespect toward providing the required help sought-after by your colleague.

Ms. Emily came to you on 24th December 2019 and asked for your help as she needed to learn few tools of software, essential for completing a project. Instead of teaching her, you mocked her for being naive and did not provide the guidance.

We, at ABC limited, encourage a helpful culture. In addition, it was your duty, as a manager, to guide her. You should stop such behavior and become more responsive whenever any employee needs to know something. If you would not change, we would be forced to take your demotion decision.

We hope we would not receive any of your complaints now.

With thanks,

Name Here

Your Title