Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this warning letter regarding verbal as well as physical intimidation on 20th December 2018.

Mr. Jimmy Watson came to you to highlight your mistakes (which was his duty) of the report on XYZ project. Instead of handling that professionally, you started shouting at him and even pushed him in front of the other employees.

You should know that such behavior is intolerable in our company. You are a new employee here which is why we are issuing you a warning letter for now. If this behavior persists, we would have to terminate you. We expect you to change your behavior as well as apologize to Mr. Watson.

For any questions, contact us at [Contact].

Regards,

Name Here

Your Title