Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this warning letter regarding your disrespect toward Mr. Wilson Smith.

Mr. Smith joined us in November and being his supervisor, it was your duty to make him understand the work. Rather, whenever he asked a question in his training period, you either made fun of him or disrespected him in front of others.

You are not allowed to indulge in this kind of behavior and we would not tolerate it. If we receive any more complaints, we would fire you even without investigation.

We hope to see a positive change. For any questions, you can contact us at (contact).

Name Here

Your Title