2 March 2020   
Elif Williams  
ABC Organization  
New York, 3456  
  
Dear Mr. Williams,

I am Jane Max the CEO of the company in which you are working currently. Since the day of its establishment, I have great concern regarding its management and internal and external affairs and keep a strict eye on the employees here. I am writing this letter to you after the complaints that I have received against you. I have been informed through some reliable resources that you are accused of gossiping and have an affair with Miss Julian.

I consider it necessary now to tell you once again about the company’s policies. On your joining date if you remember that you had signed on a page in which it was written clearly that you will not do commit anything that will disturb the peaceful atmosphere of the company. Moreover, you have also caught red-handed touching her body parts which are totally against the ethics and policies of the company. I cannot bear any of such things in my company. You have become a hot issue now and your gossip scene has badly affected the atmosphere of the company.

I am giving you first and the last opportunity not to do this again, you can do these things outside the office but do not do this in the boundaries of the company. I consider you a good guy, so take this warning seriously. If next time I hear any of such things, then I would have no other option than to leave you immediately. I hope that you will act upon what I have said to you. Thank you!

Regards,

Jane Max