2 March 2020

Leo Edward  
ABC Organization  
New York, 7779

Dear Mr. Edward,

I am writing this letter as the first and last warning to you on the basis of accusations that have been imposed against you regarding the gossip scene. As you know that our institute is one of the best institutes in the city and it has established its repo after a lot of hard work of the employees as well as the management. I was noticing this for a long time, but I ignored it that maybe I am wrong, and you will start improving yourself, but all went wrong.

Yesterday, the parents of one of the students of class 8th met me in my office and they insulted me that keeping you as a teacher here is damaging the student’s future career and putting a bad impression on them. They informed me well about your scene of class 8th student. The sad part here is that I was informed through parents, which is really a shameful thing for me.

I did not have such kind of expectations from you that you will contribute to damaging school’s reputation. Moreover, I also came to know that you have an affair with Miss Kelvin also. While listening to all this I was really shocked. I did not expect such a kind of stupidity from my staff. You know this thing very well that I do not want to put my student's career at stake. Therefore, I request you to respect each and every female member here in the school in spite of making affairs with them.

I hope that after all this you will leave your bad activities. Parents send their children here to get the education and after these kinds of incidents, they definitely will not allow their children to study here. So take this warning seriously. I do not want to hear such kind of gossip against you again, otherwise, you will be responsible for its aftermaths and I will exclude you from here. Thank you!

Regards,

Anthony Well