1st March 2020  
Elif Stalk  
Valley Stream, 234

Dear Mr. Stalk,

I am Ralph Adorsin, the CEO of the XYZ Company. I am informed through some reliable resources that you are included in the company’s blacklist and were involved in the theft. I expect my employees to behave honestly and professionally at the workplace and consider it at their second home. We provide you our best and make the company’s atmosphere enjoyable and amusing for you but in return, we do not expect this kind of unprofessional attitude from you. We have established our esteem and company’s repo after a lot of hard work and do not want to defame the company’s name due to your unprofessional behavior.

I was reported numerously that you steal the things of the employees there in the company. Last month, you stole Miss. Katherine’s gold bracelet and Mr. Stalin’s wristwatch that cost almost $800. I had already sent you a letter regarding this, but you started doing the same thing again and again. This time you are charged with stealing money from the cashier’s cabinet which is highly unprofessional, and I want you to return it in the next two days. If you don’t return it in the given time, then I would have no other option than to exclude you from the company.

Moreover, if you do not want to lose your job then you should end your stealing habit and I expect you to be professional at the workplace. So, take it as a last warning, next time I do not want to hear this incident to occur again from your side.

Regards,

Ralph Adorsin