Your Name

Your Company Name  
Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Dear Recipient Name:

This is an official warning against your unprofessional behavior in the office. Losing your temper with colleagues is unacceptable. The management has received complaints about you on several occasions. You are strictly advised to control your temper and behave professionally at work. Any future complaint will result in disciplinary action against you.

Do not resort to any arguments with your co-workers in the future. You may turn to your supervisor or report to the HR department in case you face any issue with your team members or other colleagues.

Sincerely,

Your Name

Title