Your Name

Your Company Name  
Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Dear Recipient Name:

I am writing this letter to warn you about your unprofessional behavior regarding business decisions.

The management entrusted you with the task of hiring a vendor to supply us with office stationery. The task was assigned to you on the 5th of January. You were directed to choose a vendor that offers the cheapest rates. However, it has been reported to me that the selected vendor is your brother-in-law. Upon research, it has been found that his rates are 5% higher than the average supplier.

The management is very disappointed with you. Letting personal relations affect your business decisions is highly discouraged in our company policy. You have exhibited disloyalty to the company by ignoring our financial expenditure through the benefit it would have provided to your brother-in-law.

You are strictly advised to refrain from exhibiting such behavior in the future. You may have to face termination if it happens next time.

For further discussion regarding the matter, you may contact Mr. XYZ from the HR department.

Sincerely,

Your Name

Title