Mr. Green,  
COO,  
AML Furniture.

Mr. Terry,  
Manager,  
AML Furniture.

Dear Terry,

Your frank nature is not something new to us. You have at many events depicted your frankness in front of us but Terry this time it has been a very awkward move by you. I had personally warned you many times that your talk reflects frankness of your nature, but your body language should not be a part of it.

Last week you have had a close association with Miss Jenny and during your conversation, you had touched her innumerable time which has certainly displeased her. The following week when the two of you were again having a discussion you had once again irritated her by your touch. Terry this is something the organization would certainly disapprove of. Your unwelcoming physical contact with a colleague will not be tolerated at any cost.

Terry over the years we have worked with you in a healthy environment. You had made us enjoy our work much more but there are certain limitations that are imposed upon every individual working in the organization to which we expect all of you to abide by. Your physical contact with Miss Jenny without her consent has become a matter of serious concern for us. We will not tolerate this anymore. I intend to warn you though this letter to stop doing this any further.

You need to respect other person’s limits as you expect yours to be respected by others. I expect to see a positive change in you.

Yours Sincerely,

Mr. Green,  
COO,  
AML Furniture.