Mr. ABC,  
CEO,  
HBL Bank.

Mr. Henry,  
Manager,  
HBL Bank.

Dated: 17th August, 20XX

Subject: Warning letter for inappropriate or disruptive behavior with a co-worker.

Dear Henry,

We have observed a tremendous change in your behavior since the day the bank had rejected you the car loan. You know that given the current situation of ongoing crisis we were not in a position to grant you the car loan. You have started to misbehave with your fellow colleagues off and on. Earlier you had misbehaved with the canteen person for not offering you biscuits with tea and today you have ended up messing with a security guard over not keeping a parking place for your car. Henry this is causing serious issues arising within the company. I am hereby warning you to stop misbehaving with your fellow colleagues as this not an appropriate behavior.

You have always worked for the betterment and progress of the company. You have been a hard worker throughout but Henry this sudden change in your attitude is not bringing in fruitful results. I had told you earlier as well and today I am repeating my words that when we get through this crisis, I assure you that you will be granted the car loan but till then you need to have patience. I hope that I have made myself clear. Hope to see a positive change ahead.

Yours Sincerely,

Mr. ABC,  
CEO,  
HBL Bank.