Mr. Ben  
CEO,  
NBA Pharmaceutical

Mr. Sam  
Manager Sales  
NBA Pharmaceutical

Dated: 23rd July, 20XX

**Subject: Warning letter for posing danger to staff or threatening another employee**

Dear Sam,

A week ago, we had chosen you to be the supervisor of the sales department as a result of your increased performance. It has not been too late for us to know that since the day you had been the acting supervisor, your attitude as changed. You have started giving deadlines to your subordinates with no ample time for them to complete the work in due course. Moreover, you have on the company’s behalf devised new rules and regulations for your department without even consulting the management. Sam, this attitude of yours, to be very frank will not be tolerated anymore.

You have been a hard worker who has always worked in the best interest of the company. Your dedication over the years towards work is commendable. It was for this reason that you were our first choice of being the new supervisor, but it seems that you are on the way to prove us wrong. We had earlier talked to you regarding the above-mentioned issue, but you had paid no attention to it. If this behavior of yours continues, I am afraid that we will have to revert our decision.

Think over it and feel free to talk to us regarding the issue. We hope to hear positive from you.

Yours Sincerely,

Mr. Ben  
CEO,  
NBA Pharmaceutical