Mr. Den  
CEO,  
[Company Name]

Mr. Fred  
Assistant Manager,  
[Company Name]

Dated: 27th July, 20XX

Subject: Warning letter for threatening harm to the visitor

Dear Fred,

Last week when Miss Jenny a visitor from the Textile had come to show us some of her hand made clothing. We had chosen you as a representative of the company in front of her. Fred, you had openly not only disliked her work, but you also used harsh words for her. It was certainly not your responsibility to show agreement or disagreement with the designs she had presented. In fact, if you had an opinion you should have kept it to yourself and if this was not possible then you should have talked to the management about this.

You had displeased the lady by openly commenting on her piece of work which is not tolerable. You had earlier done the same with Mr. Green a month ago for which we had given you a verbal warning.

Fred, you had worked well in the company over the years and had been a good employee. You are not new to customer dealing. You are very much aware of the threat it causes to the organization's repute when a customer/visitor complains about anything. Consider this letter as your final warning as anything after this will lead to serious action being taken against you.

I hope that we will not see the same in the future.

Regards, Mr. Den  
CEO,  
[Company Name]