Mr. Tom,  
COO,  
ABC International.

Mr. Green,  
Manager Accounts,  
ABC International

Dated: 21st September 20XX

**Subject:** Warning for arguing with a company official

Dear Mr. Green,

It is very unfortunate that you have been a part of a series of events in which you had argued unnecessarily with your supervisor. It was observed that during our last meeting when your supervisor advised you to come early at work as you had been coming late for the past many days, instead of following his commands you had abruptly started arguing with him while presenting so many excuses which were all void.

I had warned you there and then to stop arguing with your supervisor and listen to what he says. You had thereupon agreed to follow what has been said. But a week after the incident you had again managed to argue with your supervisor regarding the same issue. Green you must realize that you are at fault.

We have had the privilege of working with you in a very healthy atmosphere and we wish to work with you in the future as well. But this attitude of yours is becoming a hindrance to our healthy relationship.

Through this letter, I intend to warn you of your actions. Green you need to stop them now or else serious action will be taken against you. I hope to hear positive from you.

Yours Sincerely,

Mr. Tom  
COO,  
ABC International.