[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Date:

Dear Nickel Patel,

It is hereby intimated to you that the company has realized the slanderous activities you have been engaged in for two months. You participated in the defamatory discussions with the employees of our competitor business “ABC Solutions” disclosing inside information. All the proofs are documented in this letter.

The company policy is strict about violating the rules, especially that pertaining to its prestige in the marketplace. You have harmed our hard-earned face value in the industry.

Take this letter as your first and last warning and refrain from any malicious action. If you do not further stop your conduct, the company lawyer will have to sue you and things will be dealt in the courtroom only.

Sincerely,

CEO,  
Skyline Ventures