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

Date:

To

[The Recipient]

Dear [X]

This letter serves as a warning to you on the basis of your ill-mannered attitude with your colleagues. You are charged with treating them badly and ruthlessly. These complaints were coming for a long time and you were given a verbal warning by Miss Julia but you did not take it seriously. As you belong to an upper-class family and have connection with political personalities but it does not mean treating others ruthlessly. In the office premises, you are strictly ordered to follow its policies. At the time of your joining here, it was stated in the agreement that no kind of ill-mannered attitude will be treated and all employees are equal, no matter which grade they are.

Just like you, others are also human beings with flesh and blood. Being an employee of ABC Organization, I want all my staff members to be fair in each matter without any discrimination and behave well. Your coworkers have reported complaints and charges on the basis of your rude behavior with them. They have a complaint that you use abusive language not with male coworkers but also with females. Not only this, but you also created turmoil in the office premises yesterday during break time. Mr. [X] we cannot bear such an attitude. You have to provide intensive details of the matter.

I am giving you the last warning to bring some change in your behavior and adopt office policies to survive here. You will be under strict observation in the next ten days during which each and every action of you will be reported. If you still do the same then I will hand over the matter to the CEO of the company. Moreover, I want your presence in my office tomorrow and consider this warning as the last one. What has been told you it can be hoped that you will bring a positive change in your behavior.

Yours truly,  
[Elif Mark]