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

Date:

To

[The Recipient]

Dear [X]

I am Mark Twain, the head of [X] Company. This letter serves as a final warning on the base of oral warnings that were given to you already because of rude behavior and misconduct with colleagues. You were warned verbally by Mr. Blackett on Monday 20-08-20XX your branch manager and Miss Linda the head of the finance department on 4-09-20XX regarding your abusive and harsh tone during office working hours. You were warned of not behaving professionally with your coworkers. As after oral warnings you have not come up to expectations and have not stopped making use of abusive language, it clearly indicates that you have not taken the matter and warning thoughtfully. On the basis of all this, you are given this warning letter.

Your company’s managing director has asked me to send you this written warning to bring in your notice that if you do not bring change in your behavior then you will be terminated from the company. The company treats all its employees on an equal basis without any discrimination. We are not meant to terminate any of our employees but if the situation gets worst then this is the last option we are left with. Each employee of the company matters to us and we have high presumptions from them to conserve cordial and professional behavior at the workplace. You have failed to follow the set rules of the company, that’s why you are given the final warning.

No doubt, you have shown exuberance performance and are an asset to the company and we do not want to terminate you but the ambiance of the company is cardinal to all the workers, therefore you should take the warning seriously. Attached to this letter is a copy that you have to sign and return it to Miss Hutcheon.

Regards,  
[Martha]