[Company Name]  
[Address]

Re: Counseling Note for the Egregious Misconduct in the Office  
  
Dear Marquis,

This letter has been composed to you to counsel you for your egregious misconduct which has been chronic. This letter can also be served as a notice of reprimanding the employee if needed. In this letter, you are expected to coordinate with the rules and regulations of the company and comply with instructions laid down by the company’s policymakers.

* First, I want to make you look at the chronic egregious misconduct of yours in the office which is gross and general both in its nature. You have been strictly inspected by the authorities which have resulted in their carrying of the burden of proof. You have been seen committing several misconducts in different manners. It has been reported that you have been found breaching the company’s confidentiality and client’s information to the external forces. The external forces have been found to be assisting you and keeping good terms with you for the sake of this very profit.
* Secondly, you have been found having some unethical relationships in the office with an/a few employee/employees. It has also been proved that the kind of relationship has been unethical and is being displayed in the office in a completely immoral code of conduct.
* Thirdly, I am embarrassed to know that you have been found committing insubordination to your immediate supervisor and has refused him to follow his management and set of orders several times.

All the things mentioned above have been validated by your supervisor and several colleagues. All the requirements are filled in which the company can take an action to terminate the employee or is eligible to put possible disciplinary sanctions. This letter is counseling for you to not contaminate the highly professional and pleasant environment of the office otherwise it can turn out to be a very unpleasant consequence for you.

Marquis, in the workplace, as in most of the corporate agencies and firms, it has been laid down in their working policy that the foremost and gravest concern is their privacy and confidentiality of working in the competitively warming world of business. It is considered an illegal act and egregious crime to breach a company’s confidentiality by providing internal information to the rival company/companies. In this furrow, an employee can be fired or even given in the charge of police in legal proceedings, but we are willing to provide a chance to mend your ways of misconduct and do not intensify your career.

The other thing is, keeping the secret and unethical relationships are not allowed in the workplaces, therefore, it has been given into your knowledge that you should restrain from forming such relationships. Your personal life should not impede the working environment of the office; therefore, we condemn this act of you and thus advise you to stay away from expanding the stretches of your relationships to the office.

Lastly, I want you to understand that the office has a certain hierarchy of working and this hierarchy is steering power of the proper functioning of the business, this functioning can be obstructed by the commitment of insubordination which can ultimately result in tough sanctions at you.

Keeping all the aforementioned instructions in view, I expect you to improve your behaviors and mend your ways to form a better and professional environment. You can meet me in person if you want to discuss anything further or contact me via email at [email]. Thank you.

Regards

Simon Devere  
The General Manager  
GHK Group of Companies  
34-N 10th Avenue Rigix Heights, Stevia Hall Road, California, USA