Mr. John.  
COO  
[ABC COMPANY], London.

Mr. Green  
Manager accounts  
[ABC COMPANY], London.

Dated: 16th December,20XX

Subject: Concerning over bad behavior

Dear Mr. Green,

Your persistent behavior of talking to everyone in a rude manner has become a noticeable problem for all of us. You had been displaying a series of events in which it was observed that you do not talk to your fellow colleagues in a positive way whenever there comes a problem or rather delay in work submission.

Earlier you had screamed at your assistant for failing to submit to you the report and a week after that you had non-co-operatively dealt with Mr. James of the HR department when he had asked you to file in your documents that were needed to complete your personal file. Green this behavior of yours is certainly disturbing and will not be tolerated.

Green you have become habitual of dealing with everyone in a rude manner which is not a good thing. You need to correct yourself or else strict action will be taken against you.

You are a very good employee of the company as this is easily reflected in your work.  But this attitude of yours is not only affecting your performance but the organization.

Through this letter, I intend to inform you that these behaviors of yours are certainly not tolerable for us which means that the continuation of the same would lead to serious action taken against you.

I hope that I have made myself clear. I wish to see a positive change in you.

Yours sincerely,

Mr. John  
COO  
ABC.