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

Date:

Re. Warning for Inappropriate Emails to the Customers  
  
Dear Nachum,

I am drafting this letter to talk about an earnest problem that has been communicated to me many times previously. Recently you had to meet a customer for her concerns and reservations on the delivered products which she found damaged and a few of them were missing. I have been reported that your behavior was inappropriate during this meeting and it has also been notified that you used to send her inappropriate emails which are against the propriety of the company.

Our company is a reputable firm and keeps an eminent position in the list of other companies for its professional dealing and dedicatedly kind rejoinder. Our customer care department is reputed as one of the best customer cares. Nachum, there are a few working values that are to be followed to achieve certain business ideals.

I am writing this as an official warning to refrain from such exploits otherwise strict action will be taken against you that can lead to your termination as well. You can reprimand this act by writing a conciliatory email to the same customer and asking her to condone you for the immoral demeanor displayed by you.

I am also awaiting you to write an apology to the manager of the company reassuring me that you will not replicate these kinds of acts ever in the company. I hope you will understand the warning and not let yourself go through any toughness in the workplace.

Thank you

Regards,

Assistant Director,  
GHK Group of Companies,  
Seattle, USA