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

Date:

Re. Warning on Inappropriate Emails to a Customer

Dear Jell,

This letter aims to warn you of the deviating behavior of you that has been witnessed. You have been reported to be sending inappropriate emails to one of the customers. Mrs. Nightingale has reported a complaint against you in which she stated that you are sending her unnecessary emails filled with sensual content. Dear Jell, GMSK has been one of the greatest companies in the country’s top-ranking companies. Honorable repute is earned through professional dealing, dedicated working, competency, and showcasing a well-acclaiming carriage.

If such acts will recur, it will not only affect the company’s good name but also go against the business principles you are directed to follow at the workplace. The customer care department is meant to assist and cooperate with the customers and not to tease them in such ways. This behavior is not acceptable, and it can result in your demotion or subsequent termination.

I don’t want to put a halt in your career as you are a talented worker and a significant asset to us, but I am sorry to say these acts cannot be compromised at the cost of your competency.

I hope you will not repeat this again and comply with the working ethics and policies of the company. You are directed to write an apologetic email to Mrs. Nightingale and then reporting to the Assistant Manager, Polus Tambo. For more, you can compose to me at [email].

Thank you.

Zeroth Lowman,  
General Manager,  
GMSK Groups, Seattle, USA