[Company Name]  
[Address]

To

[The Recipient]

This letter serves you as a final warning letter for redeeming your misdemeanor that you have been showing since your appointment as a security guard. We have got many complaints against you that your behavior with the staff is often irritating. You get out of tone in just no time that too for no good reason.

This attitude won’t be served in our institute since we believe that respect should prevail if we want to maintain a healthy atmosphere. No one has the right to demean the other without or even with a valid reason. The authorities and disciplinary committees are here to hear your ongoing issues.

If you think you have a problem with someone or someone who mistreated you, then you should report the incident right then and there to the management instead of behaving rudely with every other employee of the company.

Two incidents of your misconduct have been reported to the disciplinary committee. You are supposed to present before them tomorrow at 2 pm sharp and explain the matter by stating the reasons behind this delinquency. And if you fail to do so, you will have to face the consequences of harassing the workers.

Sincerely,

[Your Name]  
[Designation]