To

**[The Recipient Name]**[Address]

Hope you are doing well, as you already know how our company goes on with the well-reputed firms and other companies in the corporate sector. Being an employee of this company, you are aware of the company’s rules and regulations.

We have consistently been holding meetings about the precautions that must be taken from the employees for our customer convenience and satisfaction. This is needed to work in a healthy environment for both, the employee and customer’s safety measures.

We have received a few complaints from the past two months that you are smoking during working hours and very often at your workplace at the front desk in presence of clients.

You were warned verbally from management after witnessing from the admin department as well but sadly you had not taken it seriously.

You are a very hardworking employee of our organization and management does not want you to take such type of notices to you. We entrusted you this job and this post by seeing the potential and we are hoping to continue with you for a long time. Such warnings and complaints are harmful to your own benefit and the impact of your hardworking personality.

This is a very reserved warning, and this letter will be placed on your personal employment file. Please acknowledge the receipt of this letter by signing the copy as enclosed herewith.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:**  
Designation