[name]  
[designation] [company name]

[date]

**Subject: Warning for Gossiping**

Dear Mr. [name]

It was reported to the HR department on [date] in a formal complaint against you that you are indulging in gossiping and spreading rumors about Ms. [name]. These allegations were thoroughly investigated and after looking into the issue and interviewing multiple team members Ms. [name] had recommended as witnesses, we have concluded that these allegations are accurate, and you in fact have been gossiping about Ms. [name] with the intent to damage her reputation.

Your conduct has made her uncomfortable and made it difficult for her to carry out her professional responsibilities. You have caused her undue stress which has taken a toll on her physical and mental health.

This letter is to warn you that this behavior is unacceptable and against the company policy. We have no tolerance for such unprofessional attitude as this affects the employee morale and overall atmosphere of the workplace, negatively.

We pride ourselves on being an inclusive company where people of both genders work side by side in a safe, comfortable, and cooperative atmosphere. We will not allow any employee to cause unrest or lower the morale of others. Such behavior is unbecoming for a person of your caliber and seniority.

We hope that you would take heed and stop bothering Ms. [name]. In case of non-compliance, strict disciplinary action would be taken against you.

Looking forward to your changed behavior.

Regards.