**To**

**[The Recipient Name]  
[Designation/ Office duty]**

**Re. Counseling Letter for Unprofessional and Rude Demeanor**

Dear [Name],

This letter concerns your bad demeanor at work, which we cannot tolerate in any way. I am writing to inform you that such behavior has no place to be accepted, and you cannot go with your job here. You are required to read this letter carefully and explain the reason behind your bad behavior.

Working here requires a lot of hard work and adherence to the prescribed rules and regulations that the company makes. The company has a policy for non-serious and disobedient workers which clearly states that, in any such case, the employee should be demoted or terminated permanently after serving two warning or reprimand letters/emails.

It was reported one week before that you were found cat-calling your subordinate female workers. Such an act is considered to be pathetic enough to direct an employee to the exit. However, looking at your working experience and good performance in the past three years, we are considering writing to counsel you to improve your demeanor.

According to the company’s policy, no one can ever be rude to their coworkers or seniors. If any such thing happens, he will be terminated without further notice. Therefore, I ask you to immediately improve your behavior to avoid unpleasant results. Thank you.

Regards,

[Name]  
[Designation]  
[Company Name]