To

[The Receiving person’s name]  
[Designation]  
[Department Name\

Subject: Reference to Complain # [X]: Unacceptable Behavior at Work

Dear [Name],

With reference to the above-mentioned subject, this letter has been written with serious concerns about the incident that happened on [date]. According to the reported incident, i.e. complaint mentioned in the Serial Employees’ Affair Management, it is recorded that you slapped your senior in the heat of the quarrel on the mentioned date.

This incident was recorded by another employee and uploaded on Facebook, which has caused a huge curious reaction from people from other corporate companies. Moreover, the video also showed the background wall with the logo of the Company, causing sheer defamation of the Company’s good Name.

I have completed the required inquiry of the incident and found out you at a mistake. Therefore, the company management has decided to take disciplinary action against you for the misbehavior, instigating the dispute, raising a hand at the Company’s senior employees, and spreading terror among other staff members.

Looking at what happened and the defamation caused by your misdemeanor, we have decided to terminate yours immediately without any delay. No further notice shall be served for this case. Please take your final paycheck from the Finance Manager, including this month’s salary, and evacuate the office space immediately.

The Company is ready to cope with the legal implication of the decision. Hence, we have advised the Company’s legal advisor to look into this matter and deal with the legal aspects of this decision. You are welcome to discuss if you think any discourse would be ample to serve. Thank you.

Regards,  
[Name & position]  
[Signature with date]  
[Office]