**To**

**[Recipient Name]**

**Re. Conduct Infraction Notice**

Dear [Name], this letter serves as a warning and reprimand letter, hence, it should be taken likewise.

I am very disappointed while writing this notice letter to you. On [date], you demonstrated the most unprofessional and unacceptable behavior in the office. The office had a big day on [date] which was spoiled due to your enraged attitude. According to your supervisor and other management officials, they have been noticing rude and disobedient behavior in you for a long, however, many times you were informed to correct your demeanor by your supervisor.

I came to know of the entire incident that happened on that day but I do not find anything so peculiar that can justify your violating attitude. Your performance is already much lower than our expectations, however, we have been waiting for you to revamp yourself on the track of mindfulness at work. However, behavior like the one you demonstrated is not acceptable.

Our office is very committed to a peaceful environment and an ambiance filled with positive and professional behavior. We have very strict policies to combat such issues including suspension and even termination of the employee without further notice. Moreover, our policies include taking away all employment benefits or temporary layoffs.

We expect you to correct your behavior by rectifying the violating attitude. However, if you have a valid justification to justify the entire incident, you can contact my assistant [Name of the assistant] and schedule a meeting. Please pay heed to the infraction notice, otherwise, strict actions will be taken against you that can be unpleasant for your career at [Name of the company].

Sincerely,

[Name]

[Designation]

[Company & Signature]