**Warning Letter**

To,

James Kelly

Trainee, Sales Department

Philips Telecom,

31 streets, Seattle

November 10, 2011

Subject: Warning against unruly behavior and indiscipline

Dear Mr. Kelly,

It has been brought to our notice that you have been repeatedly coming late to office in spite of being verbally warned by your superiors many times. Moreover, when they tell you about it, you behave in a rude and unprofessional manner with them. Although minor instances of occasional late reporting are acceptable, consistent unpunctuality will not be tolerated.

You have already read our company policy and so you must be aware by now what action we can take against you regarding this. Since you are still in your training period, we suggest you improve your performance and be punctual; otherwise this can lead to termination of employment. We also expect you to be cordial towards your fellow employees and seniors and not indulge in unruly behavior.

With regards,

Yours truly,

Kate Jackson

Head, HR department