**Warning Letter Example**

To,

Gary Roy,

Sales Head, Finish Motors

63 Streets, Detroit

November 10, 2011

Subject: Warning against inappropriate behavior

Dear Mr. Roy,

I am writing you this letter as a written warning for your inappropriate behavior at the workplace. Although we have issued several verbal warnings to you, it seems that they have fallen on deaf ears. Please take this as an official written warning, and if you don’t take it seriously, it will be followed by your dismissal from the company.

You present yourself for work late without even giving a valid excuse, you take leave without informing your superiors and your behavior with your co-workers is unacceptable. We have more applicants who would love to be in your position and we would also like to give the job to someone who deserves it and appreciates it. So please keep this warning in mind before you indulge in such behavior again.

With regards,

Yours truly,

Mary Pillar

Head, HR department