Your Name

Your Address

Your City, State, ZIP Code

Your Phone Number

Your Email Address

Date

Name of Addressee

Position

Company

Address

City, State, ZIP Code

Dear [Name of Addressee];

It has come to our attention that you have [state unacceptable action or behavior warranting warning letter] despite previous verbal warnings. In line with this, we would like for you to treat this letter as a warning for such issue, considered unacceptable employee behavior.

The department has received complaints from your colleagues regarding your behavior, and has brought to our attention the issue as stated. Among the complaints that we received are as follows: [list employee complaints in detail].

You have undoubtedly been an asset to the company. The success you have achieved during the course of your employment has been noted and appreciated by the company. However, although such success says a lot about your intelligence, employee behavior is even more important. The bad behavior as stated by your colleagues could be considered a breach of conduct, and thus, we warn you against such actions.

Should we fail to see any improvement on your part and refuse to bring more positive changes to your conduct while inside company premises, we shall be forced to take more serious disciplinary actions, including suspension or termination as the we see fit.

If you find any of these allegations to be untrue or unjust, you may air your grievances to the Human Resources Department or to any person in management, so that we may arrange to have a conversation regarding the matter at hand.

We expect you to observe conduct hereafter.

Sincerely,

[Your Name and Signature]

Position

Company