**Sample Warning Letter**

To,

John Wesson,

Manager, Sales Department

Carl Tyres,

31 Avenues, New York

November 10, 2011

Subject: Warning against indecency and inappropriate behavior

Dear Mr. Wesson,

This letter serves as a written warning for a verbal altercation that occurred between you and Ms Donna Richards last evening at about 5 o’clock in your department. When Ms Richards was late in bringing the final reports of the evening, you used indecent language towards her and behaved unprofessionally with her in front of other employees.

We have received a complaint from Ms Richards and I talked to other witnesses who were present during the altercation. You have been in a similar situation before too where you verbally abused a secretary. In this company, we do not tolerate such behavior by our employees and you are being formally warned that should such behavior continue, strict action will be taken against you.

With regards,

Yours truly,

Kate Jackson

Head, HR department