To Date:
Employee name,
Employee ID,
Designation,
Department.

Sub: Warning letter for unacceptable behavior.

Dear Mr./Ms. [Employee name],

This letter should serve as an official warning letter, we have observed that your behavior is not good with your colleagues.

we are receiving multiple complaints against your rude and impolite behavior with your fellow employees.

We also noticed that you are using some vulgar words at the workplace, which is not at all acceptable.

This should be a first and final warning and if the same behavior continues then your employment will be terminated without any notice, under disciplinary action.

You need to submit a written explanation about this matter within 48 hours after receiving this letter.

Sincerely,
Officer name,
Designation.