**Employee Warning Letter**

To,

Bill Markson

23-P, friend’s colony

London

24th March 2011

Dear Mr. Markson

Subject:  Warning for behavior in office

I am writing this letter to you to warn you against any misbehaviour in the workplace.  You have been verbally warned before by your immediate heads in your department but there have been more reports of your casual and inappropriate behavior. Please take this as an official and final warning after which if we get any more complaints against you, then it shall lead to your dismissal from this company.

It is very important for you to understand that there are many people working in the office under you who would gladly take your place and there are even more number of people who can be selected for this position and we are under no compulsion to keep giving you chances each time after a complaint. Please keep this warning in mind and pay heed to this letter.

Yours faithfully

Ben Dawson