

Warning Letter for Attitude Problem

[Date]

[Employee name]

[Job Designation]

[Company/Institute name]

Sub: Warning Letter for Bad attitude

[Employee name and title],

I regret to inform you that you are being issued a warning letter for your attitude problem. This is not the first time we have received complaints about your behavior with other employees, and you were already warned about this issue previously. We advised you at that time that any further incidents would result in disciplinary action, up to and including termination of employment.

Unfortunately, we have received more reports of your disruptive behavior since then. Your job performance has also been slipping, and you have been missing deadlines. This is not the level of conduct that we expect from our employees, and it cannot be tolerated. I strongly advise you to take this warning seriously and make a sincere effort to correct your attitude and improve your behavior. Otherwise, you may be subject to further disciplinary action, up to and including termination of employment.

Please let me know if there is anything I can do to help you improve your conduct.

Sincerely,

[Your Name],

[Job Designation]

[Department Name]

[Contact info.]

[Signature]