Date: 3rd May,2014.

Mr. John Sims,

Marketing Officer,

AVO Organization.

Subject: Warning Letter

Dear John,

This letter is issued to you as a warning letter, it has been reported against you that you have misconducted with the lower staff members. You have also been negligent towards the specific duties assigned to you. This action of yours have showed carelessness and irresponsibility.

The Management wants you to put in writing, the reasons for your misconduct with your explanation. If you will be unable to explain, then further strict actions would be taken, which may influence your job.

In case of any queries, e-mail at the address given below.

Sincerely,

Management.

Email:\_\_\_\_\_\_\_\_\_\_\_

Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_