Date:

Subject: Warning letter

Name:

This is to inform you that we have received complaint against you regarding misbehaviors on call with customer.

It is a matter of serious concern that we find you in breach of misbehaving on call, Please treat this letter as a warning for your unacceptable behavior.

The above act is a serious misconduct and attracts the strict disciplinary action against you. We would be left with no choice but to suspend or relieve you from work if these unethical practices continue.

We expect you to rectify your follies and observe good conduct from hereon.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Astute Management Solutions and Services PVT Ltd