Date: 20th July20

Subject: Warning letter for Unprofessional behavior

Name: Aman Prajapati

This is to inform you that we have received complaint against you regarding improper behavior with Customer.

It is a matter of serious concern that we find you in breach of acceptable conduct over the call, despite repeated verbal warnings. 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.

*Astute Management Solutions and Services PVT Ltd*

Employee (Agent)

Team Leader

Quality Auditor

Asst. Manager

HR Manager