**Employment Warning Letter**

To,

Peter Jacob

M-9, Ernst villa building

New York

Dear Mr. Jacob

Subject: EMPLOYMENT WARNING LETTER

This is to inform you that you have been found to resort to an unprofessional approach in the work place. This letter shall serve as a formal warning letter for your behavior in office during the last 2 months. Thinking of it as a temporary deviation, we chose to ignore it and take it lightly all this time but it seems like your colleague and department head have had enough therefore I, being the MD of Markson corporation would like to personally warn you.

This warning shall mean that you must be present in office on every working day at 9 am sharp and would inform your department head one day prior to taking a leave. You are also being ordered to show some professionalism while dealing with fellow office workers. If you are found to disobey any of these points, then you shall be dismissed without a prior notice.

Yours faithfully

Ben D Souza