

Warning Letter for Breaking Office Rules

Macro care electronics system solutions.

Sharon David

Block 07, Central Avenue, New Jersey

15th November 2016.

Mr. Alex John.

10 St. Renton Avenue, New Jersey

Dear Mr. (Alex John),

I am hereby warning you for breaking the code of conduct by wearing a casual dress during the office hours as well as in official meetings repeatedly. I am greatly disappointed by your conduct despite several times written orders were issued to all the staff regarding wearing of a proper rig. However, it has been noticed that instructions are not being followed properly with true zeal and spirit on your behalf. Notwithstanding above, casual dressing shows casual behavior and reflects the working environment in the company. It also shows ill-discipline and non-adherence to any rule in the office which can cause a bad name and bad reputation to the company. Furthermore, you were also verbally warned last time but there is no positive response observed from your side and .during the meetings our valued customers and co-operating companies had showed the lack of interest despite your very thorough presentation about our current project.

I hope you would be more careful after this warning.

Sincerely,

Macro care electronics system solutions.

Sharon David