**WARNING TO AN EMPLOYEE FOR STAGING DEMONSTRATION**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

[[Name]]

[[Name of father]]

[[Address]]

Dear Sirs or Madams:

1. It is reported that on [[Date]] at about [[Time]], you, along with other workers of this office establishment participated in a violent demonstration at the gate of the factory/premises and shouted, and [[or responded by defamatory slogans amounting to personal vilification of the executives of this Company.]]
2. Such slogans continued for about [[No.]] hours.
3. The Management hereby warns you, and also advises you, in your own interest, to desist from such objectionable activities, failing which disciplinary proceedings will be initiated against you.

Yours Truly,

COMPETENT AUTHORITY

[[Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]

**WARNING TO AN EMPLOYEE FOR LATE COMING**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

[[Name]]

[[Name of father]]

[[Address]]

Dear Sirs or Madams:

It has been observed that on [[Date]] you came late to the office/factory by [[time]] hours/minutes.

You are hereby warned to be punctual in future; otherwise, the Management will be constrained to take appropriate disciplinary action against you.

Yours Truly,

COMPETENT AUTHORITY

[[Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]

**WARNING TO AN EMPLOYEE ASSAULTING CO-WORKER**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

[[Name]]

[[Name of father]]

[[Address]]

Dear Sirs or Madams:

1. It is reported that on [[Date]], during lunch hours, you assaulted your co-worker [[Name]] without any provocation and threatened him with dire consequences. Although serious injuries could not be inflicted by you upon the aforesaid co- worker since other workers intervened, you were bent upon assaulting him, by beating him mercilessly. This constitutes misconduct on your part, of which the management has taken serious notice.
2. This is to warn you that if, in future, you commit any misconduct related to employment, you will be severely punished.

Yours Truly,

COMPETENT AUTHORITY

[[Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]