

# Sample employee attitude warning letter

Dear Hailey,

It's come to my attention that your attitude in the work place has been far less than satisfactory and that's why I'm writing this letter to you today. The last thing I ideally wanted to do was take time out of my day to make some adjustments around the office in terms of attitude but it's become quite apparent that someone needs it.

On June 5, you told another employee to "piss off" when they asked how your day was going and on June 19, you told one employee you were going to punch her in the face if she asked you another question ever again. I've also received other unverified reports of you threatening employees as well and this is completely against company behavior policy.

Upon reading this letter, I expect you to behave yourself and conduct yourself in a professional manner that matches that of this company and what expectations we have for you. It's also come to my attention that while you did attend a HR meeting on harassment, that it hasn't gotten very far, so I'd like to recommend you attend a second HR meeting and speak with a counselor on managing your anger.

These incidents that were verified are in your company profile and will never go away. If the anger or the attitude does not adjust itself, we will have to see fit to release you from the company so you can find work elsewhere. We will not release you on great terms either, as you are not acting on good terms.

If you have any questions about this letter or the statement, please see me in my office.

Please sign here to acknowledge that you have read the letter and understand the letter: \_\_\_\_\_

Sincerely,

Jim Rorsche