Company name
address
city, state 12345
(123) 456-7890

Date _____

_____
_____
_____

Dear _____:

This letter serves as an official warning to you. Your behavior or actions that warrant this warning: _____.

You have been warned previously about this issue, and it must be resolved immediately.

_____

Please contact me if you have any questions about this matter.

Sincerely,

Company name

FREE PRINTABLE LEGAL FORMS.com