Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

This is an official warning for violating your work contract. This is the second time you have ignored our work agreement since the time of your appointment two months ago.

On 15th January, you uploaded our design samples on your personal Facebook account without the company's permission. This was the first time you violated our contract. After a verbal warning, you gave us your word that it would not happen again. However, this time, our entire catalog has been found on your Instagram page. One of your colleagues has reported that you uploaded it two days ago. This is a blatant breach of our contract.

This is your first and final written warning. If you continue to ignore the binding rules of our agreement, you will be fired immediately.

Sincerely,

Your Name

Title