[Date]

To,

Subject - Breach of employment

Hello _____,

Trust you are doing well,

Recently an action taken by you has resulted in the breach of your contract with the company. With the matter set forth, we are forced to take strong action, keeping in mind the company's values and credibility.

The breach was _____

Given your track record and performance over the years, we are issuing this letter as your first warning, however, if under any circumstance this action is repeated by you, we will be left with no option but to terminate your employment with the company, stat.

If you have any questions regarding this please contact me at ___ or email me at ___.

Regards,

_____