

# Official Letter Addressing Leadership Misconduct

Subject: Official Warning for Unprofessional Conduct

Dear [Manager Name],

It has been observed that you consumed alcohol during an informal gathering with your subordinates on [date]. As a leader, your actions set an example for your team, and this behavior undermines managerial ethics.

This letter serves as an official warning. Any further misconduct will be subject to strict disciplinary measures. You are advised to exercise discretion in future events.

Sincerely,

[HR Director Name]

Human Resources Department

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