

9 - Warning Letter To Employee For Customer Complaint

[Date]

To

[Recipient's Full Name]

[Job Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Dear Mr. /Ms. /Mrs. [Last Name],

Our attention has been called by one of our customers complaining about your poor customer service during his visit to our [store, office, etc.] last [date]. He specifically complained about [customer complaint].

Customer complaints are highly frowned upon by the company regardless of whether the customer's complaint is reasonable or not. In this regard, consider this letter as a warning to avoid further complaints from our future customers. If we receive similar complaints from our customer against you whether it may involve poor customer service or not, the company may be forced to take disciplinary actions which may result in your suspension or dismissal.

You may direct any questions or concerns regarding this matter directly to me. You may reach me through phone or email at [contact numbers] [email address].

Thanking you.

Sincerely,

[Name and Signature]