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Example content:

Contact Name

Address

City State Post Code

SUBJECT: NOTICE TO EMPLOYEE OF UNSATISFACTORY BEHAVIOUR

Dear [Contact name],

As [Title and Function] of this company, I was disappointed by your behaviour which was recently displayed at [DESCRIBE EVENT/PLACE] on [DATE]. The discourtesy shown to [Individual] was totally unacceptable. You were observed [Describe actions] and [Describe actions]. This behaviour is considered to be [DISCRIMINATORY / HARASSMENT / BULLYING / ETC].

ETC.

Yours Faithfully,

[YOUR NAME]

[YOUR TITLE]