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Your office address

Date

The partner's address

Subject: Non-adherence to operational terms

Dear Mr. / Ms. (Partner's name)

This is to bring to your notice the friction created in the office owing to your actions. As you know, handling the floor operations is a responsibility of (Partner #1), like the back-end operations are yours.

In the past 2 weeks, the line between these roles is blurred. This led to an enormous and costly confusion on the floor. A couple of customers had to wait for inappropriate times to be served. Your intervening instructions to the floor employees were found to be the cause for this mistake.

This is to urge you to refrain from overstepping the boundaries of our responsibilities. I will be forced to reconsider your role in the operations if this recurs.

I am well aware of your contributions to our organization and it would not be desirable to lose you. Hope you respond to this mail by contributing to the smooth functioning of the organization.

Yours sincerely

(Your signature)

(Your official name)