[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This letter is intended to inform you that due to your unprofessional attitude the human resource department has decided to issue you a formal warning letter*.* The management has been noticing work delays and inefficient reporting from quite some time, hence observing a decline in your work performance graphs.

Regardless of warning after which you agreed to rectify your behavior, there has been no positive change from your side. Your co-workers have also started complaining about your tardiness and inefficient work performance. It has been three months that project deadlines have not been reached, targets are not met, overall causing a loss to the company. The management expects you to decide and give a satisfactory and genuine explanation for this misconduct on your part.

Please be advised that further events of this nature are subject to strict disciplinary action and can even lead to your replacement from the project or even the termination of the company’s contract with you.

Yours faithfully,  
[Your Name]

[Title]