To

[The Recipient Name]  
[Designation]

Date:

As recently discussed, your performance at work has been unsatisfactory and consistently poor. Your attitude towards your co-workers and seniors is of great concern to us. Your constant refusal to follow instructions from your manager and poor conduct with your colleagues has negatively affected the decorum of the office.

The office environment has been impacted poorly and your teammates work productivity has decreased. In addition, your attendance is also quite short, and you have taken several uninformed leaves from work.

You have been clearly informed several times that you must inform the office management at least 24 hours prior to taking a leave however, you still have taken three uninformed leaves recently. In addition, you come to office late about an hour late every day.

We must inform you that you in violation of at least four company policies at the same time and have shown gross negligence towards the orders from the authorities. To make you understand the severity of the situation we have decided to issue you a last warning.

This letter should serve as a final warning to you and strict measures should be taken against you if you fail to comply with the rules from now onwards. Your contract will be suspended with immediate effect, and you will not be able to re-apply to this company ever again.

Hope you pay heed and take this one last chance to correct your behavior.

Regards,

Office Management.