To

[The Recipient Name]  
[Designation]

I am writing this letter to issue you a warning letter for your unsatisfactory performance at work. It has been observed that your performance at work is not up to the mark and you have been deliberately doing the work half-heartedly.

Your reporting officer has placed several complaints regarding your work, and he informed us that you do not submit your project on time. You have been given several warnings by your manager, but you still showed no improvement.

You were assigned a project on 20th February which was to be submitted on a 12 hours’ notice however you have failed to submit that too. In addition, you did not report to the meeting in which all the officers were invited and therefore your end of the project could not be discussed.

I wish to let you know that this behavior shall not be tolerated and may result in the termination of your contract. This letter should serve as a last warning to you and hopefully you will make amends. We hope to see an improvement in your work performance.

Please pay heed to the feedback that your reporting officer and manger gives you and do your work accordingly. Try your best to meet the deadlines and if you are facing any issues, please communicate with us as soon as possible so your issue can be resolved. We look forward to your response.

Regards,

Office Management.