To

[The Recipient Name]  
[Designation]

The office management has decided to issue you a warning letter for unsatisfactory job performance. It has been noted that you have not been meeting deadlines or been performing well in the daily office tasks. You do not report your work-related updates to your reporting officer despite repeated warnings.

You do not accept any input from your superiors and insist on doing things your own way. In addition, you have been involved in some policy-violating activities such as smoking inside the office premises and have been caught giving cigarettes to other employees during work hours.

Your manager is unhappy with you and have approached the higher management to place a complaint regarding your conduct and overall job performance.

We would like to inform you that this behavior is completely unacceptable and will not be tolerated under any circumstances. You are being issued a warning letter for this. Please be informed that after two warning letters your contract is liable to be suspended indefinitely.

We hired you based on your good work record with your previous employer, and we wish to see the same performance with our organization too.

If you have any work-related issues, please don’t hesitate to reach out to us so we can do our best to resolve it. We would regret to see you go because of petty issues.

Please pay heed to your managers advice and try to meet deadlines. We have arranged a meeting with you and your reporting officer so we can sit own and discuss this matter.

Regards,

Office Management.