[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** **REPROACHING ON IN-ATTENTION IN WORK**

Dear [Recipient Name]:

I hope this letter reaches you with a strong censure from the company on your irresponsibility towards work. we are quite disconsolate on receiving the information of you presenting negligence in work. Concerning about your substandard official writings, lack of color sense in designing, pretermitting the important clauses of official letters and inefficient conduct.

Mr./Ms. [NAME HERE], looking at your previous performance history, you were being a very diligent and responsible employee but since last month your performance shows lack of interest and management. Always forgetting your mandatory tasks, arriving late at the office, leaving early or demanding an early leave and sometimes a day-off appeal are issues impuissant for us to authorize. We had been scrutinizing you since last fifteen days but your convention is least rotating. You need to reexamine your conduct unless company will be coerced to hold a sterner action against you!

Mr./Ms. [NAME HERE], we advise you to review your issues and resolve them as soon as possible so that any complication in the family or your practical life could not affect your efficiency towards work. The company has provided their employees with vigilant supervision so that any predicament could be elucidated.

We hope you will not let the credence company had in you spend. Otherwise, as per your knowledge of company rules and regulations, a further complaint can lead suspension or termination. Keep it up with your previous good work, the company assures of every assistance you need to resolve your issues.

[NAME HERE]

[Title]