[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

It has been repeatedly brought to our notice that you bear an unaccepted attitude in office surroundings. But the last complaint against you seems to be a final nail and became the reason of this written warning.

A company can sometimes be lenient in terms of legal work but when it comes to rules and standards none withstands inaccuracy. Same is the case of company you're working in. The HR and management department warned you multiple times that you constantly show negligence in following proper instructions.

You are an important asset to our organization. And your professional career and company both excelled because of your immense hard work. It would be a triumph card for your career if you continue working in our leading organization.

However, reviewing your status and conduct in past few months, we are informing you about any strict decision. The company will no longer deliver you verbal or written notices to follow the instructions.

Therefore, kindly pay heed to this notice and strictly follow the instructions issued by the organization. It will be beneficial for you in the long run.

[Your Name]

[Title]