[Date]

To

[Recipient Name]

**Subject:** Warning for not Following Procedures

Dear Mr. /Miss [NAME HERE],

Hope you’re having a productive week at work.

I still remember interviewing you for the position of a designer in our warehouse. You have worked hard to build this team and take the company forward. I am a great fan of yours and your work.

But in the last month’s review, I have come across the fact that you are not following the work procedures very well. I was very disappointed to notice this. As you have been one of the best employees we had, I would like to warn you to change your behavior and abide by any rules set by the company. You can always feel free to discuss any issues with me should you want.

Looking forward to seeing this improvement in you.

Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME HERE]

[Title]