Date: 10th June 20XX

Re: Warning for Poor Performance

Dear [Recipient Name],

I am writing you about your irresponsible attitude that has come to our notice in the past few weeks.

A company works better if its employees are responsible and punctual. It has always been our priority to provide our employees a friendly environment where they can work easily. You have always been a great example for the newcomers as your work has always been outstanding. You have provided our company with excellent services. But for the past few weeks, it has come to my notice that your performance is lacking the spark that you have always had.

Routine traffic jams and other transportation difficulties do cause nominal lateness that is acceptable for the company. However, you have been 1 to 2 hours late almost on 5 occasions and consequently missed some important meetings out of which two later caused the company a great loss.

The information has already been conveyed to you verbally but there is no improvement from your side. Unfortunately, this is unacceptable. You should inform your manager beforehand that you will be late so that we could do some other arrangements. The reason why you were casually informed about these two weeks back was to give you an idea that your carelessness was being noticed by the staff.

Despite various verbal warnings, your continued late arrivals to the office have been observed by the management. This letter is being issued to you as an official written warning for your casual behavior regarding observing office working hours. Furthermore, this behavior is considered misconduct and is deviating from the company policies mentioned in the company manuals. This behavior from your side is also considered nonserious, which is very bad news.

We hope to see an improvement in your behavior. And I really hope this would be the first and the last time I am writing you a written warning. We expect you to show immediate progress. In case of failure, I will be forced to review your contract.

With due respect Mr. [X] we expect some positivity.

Sincerely,