**Date:** [Insert Date]

**To:** [Employee’s Name]  
**Position:** [Employee’s Position]  
**Department:** [Department Name]

**Subject:** Warning Letter for Failure to Follow Instructions

Dear [Employee’s Name],

We regret to inform you that the XYZ report you submitted on 5th May is not up to the mark. You did not understand the requirements and failed to follow the provided instructions. As a result, the report falls short of our expectations.

Please remember that these reports are crucial for executing our projects. If you do not understand the instructions, you must ask for further guidance. Your failure to follow instructions in the future will force us to reassign you to a role that is more appropriate for your current performance and capabilities.

Feel free to reach out for further clarification and guidance.

Sincerely,  
[Manager’s Name]  
[Manager’s Position]  
[Signature]

Cc: Human Resources Department  
Employee File