[Date]

To

[Recipient Name]

[Title]

Dear [Recipient Name]:

Subject: Warning for showing a negative attitude

It has been observed that your attitude towards supervision is not appropriate. It is the supervisor’s job to be constructive in their criticism and redirect their subordinates to improve performance. This does not imply a direct criticism of your skills or personality. However, you seem to personalize any correction made and are unwilling to handle criticism. We advise you to correct your behavior and develop a more professional approach towards supervision of your tasks.

Please note that all of us working here are answerable to our supervisors and there is always room for improvement. If there is an issue with our jobs, it is the responsibility of the supervisor to correct. It is hoped that you shall be more positive towards supervision and supervisory criticism.

Look forward to a positive outlook.

[Your Name]

[Title]