Date:

To [employee name]

**Subject:** Warning letter

On [enter day and date] you were asked to submit the [project name] proposal. Your supervisor checked with you later on in the day if you have submitted the proposal and you answered in the affirmative. However, just now we have received information that you were not honest about your claim and the proposal was never submitted. Now the contract project has been awarded to another organization. This was an important project that we lost due to your dishonest claim.

We at [company name] have little tolerance for dishonest behavior. Consider this a warning letter against dishonest behavior and be careful in the future. Untruthful behavior will lead to strict disciplinary action.

Sincerely,

Human Resources Department