|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

This letter serves you like the utmost warning for showing disrespectful attitude to your overseer when he asked you to do (MENTION INSTRUCTIONS). It is reported against you that you instantly refused him for following his instructions without even having mentioned any reason. This is the sheer disobedience for what you are asked to submit a document in which every detail of the incident is mentioned along with your repentance as in otherwise strict actions could be taken against you.

Since you have acknowledged that you cannot justify this action anyway, so you are given the last chance to prove yourself by adopting the needed and organized attitude at the workplace. Hope to see a better you from right tomorrow!

Regards!