Date

Name  
Address

Dear Ms. Emily,

This warning letter is being issued to you because of the constant complaints we have been hearing against you for your interference in official matters.

Your manager as well as your colleagues have approached the HR department often and complained that you impede official activities, which results in issues being created for your department.

We were avoiding the complaints as well as sending a written warning with the hope that you will improve your unprofessional behavior. However, as our verbal warnings have not influenced you, we have been forced to issue this letter, especially because of your constant delaying of emails and deadlines, as per your convenience, in the XYZ project. Due to your interference, the project got delayed for a month, which affected the company as well as our relationship with the client.

This is completely unacceptable. Either you need to stop your interference, or we will be forced to cancel your contract with us. We cannot afford any more losses.

We hope that you will improve your behavior. If you want, you can contact us at [Contact].

Regards,

Timmy Steven.