To:

Jason Mills

Project Manager

Date: 23rd December 2019

Subject: Warning letter for Ignorance of Work

Dear Mr. Mills,

I am writing you this letter to warn you about the continuous negligence of your work and missing your deadlines. It has been more than a month now and despite a verbal warning from your manager, you have shown no improvement whatsoever. You have been coming late to the office and you don’t even inform the HR department about it.

This type of attitude won’t be tolerated in the future. Consider this as your official warning. You are required to work on your behavior towards your work and improve your performance.

You have been an employee of this company for the past 4 years and we have the confidence that you will be able to make progress. If there is a hindrance in the way of your work, then please share it with the HR department so we can work it out. We will re-evaluate your performance within the next couple of weeks.

We are looking forward to some great progress in your work.

Regards,

John Heather