08 January 2020,  
Edirne Hamilton  
Brooklyn, FG56  
  
Dear Edirne,

I am writing this letter as a reminder to you for your immature behavior and nonsense attitude towards your work for a long period of time. I had noticed your changing attitude and carelessness regarding work many times and warned you not to do this, but you did not give an ear to what I said. Last week, the CEO of our company Ms. Julian Katherine visited the office and all employees were present there except you. Along with this you also had not completed the monthly task and project that were assigned to you and she noticed all these things.

Your performance in the office has also run down as compared to your past record where you were an efficient and cooperative worker but now you are running out from your duties and also lacking behind in many mega projects that were very beneficial for your future progress. But due to your negligence, not coming on time to the office, immature behavior and complaining attitude towards colleagues you wasted numerous opportunities for progress.

What has been said above is a serious matter now as CEO herself has noticed all these things; so, this letter is an official written notification to you on your carelessness. The matter had now reached a higher level so it was mandatory to send an official warning to you so you may avoid this attitude in the future. All we want from you now is to improve your tasks and make your performance better. If you are facing any kind of difficulties and problems in your personal life, we are all here to facilitate you and can make a way for you to come out of this situation.

I hope you will take this note seriously and we want to see positive improvement in your work as it was before.

Regards,

Donald Adam