Date

Name

Address

Dear Mr. Steven,

This warning letter is being issued to you for your non-compliance to follow the orders given by your superiors and clients.

We have experienced many instances and received many complaints for last few months, especially after your promotion, which involves your non-compliance and failure to obey the orders and official requirements. This has affected our work ethics as well as our relationship with many clients due to inappropriate project deliveries. We, as a company, cannot afford either. After several futile oral warnings, we are forced to issue this warning letter. However, there will not be any second warning letter, and if your non-compliance continues, you will be demoted to your old position, which can be followed by your termination as well.

We understand that you want to exercise your authority, and we believe in your competency, which is the reason behind your promotion as well, but you cannot ignore the orders. We hope that you will change your behavior and start following the orders in a proper way.

If you need any information or assistance, you can contact me at [X].

Regards,

Sarah William.