AHS Renovations and Repairs  
G-89c Chris Square, Raleigh   
North Carolina, US

9th April 20XX

Stephan Hokan  
Chapel Hill, Raleigh  
North Carolina, US

**Re. Warning Note for the Refractory Code of Conduct**

Dear Hokan,

It is discovered that your code of conduct has been shambolic and sloppy for one month with the party at AHSRR. Administrative authorities have informed that they have asked you several times but no considerable changes in the conduct have been found. It has been observed that you are arriving late at the office and leaving earlier from one week which has got the shape of your routine. Moreover, your performance at work has been immensely wretched and inadequate. Straight five assignments and the projects are given to you did not end up successfully.

The company aims at making its environment highly professional and its workers highly proficient. This kind of misdemeanor is affecting the whole working environment as you own a very significant designation here. Hokan, you know that the company has already been going through a serious intractable crisis due to anterior policy changes by the government. This is to notify you that in case of protraction of this behavior you can end up in termination of your job or elimination of designation. You possess a proactive personality and the company values your skills. The company hopes that you will not leave any chance of proving your abilities and take serious note of this warning.

Sincerely,

(Signature)