Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Dear Recipient Name:

It is hereby to notify you that you will not be a part of the company if you will not change your attitude and working styles. The manager informed me that he warned you verbally regarding your non-satisfactory working behavior. Unfortunately, you didn’t consider his warning and keep on breaking the rules of the company.

I came to know that you come late to the office. Moreover, you do not finish the assigned task on time. the last thing that has astonished me is your non-friendly behavior with employees. You don’t respond to them. Even you do not guide projects to your juniors. All these activities are not acceptable. The company will not bear such irresponsible employees. It is my request to come to my office and discuss the matter that why it is happening. It is your last warning. If you will not focus, then you may have to bear severe consequences.

Sincerely,

Your Name

Title