Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Dear Recipient Name:

Yesterday I received a message from the manager regarding your progress report in the company. you are in the training period and during the interview, you promised us to follow the company’s policies. Unfortunately, you are not obeying the rules. Manger has clearly written about non-serious behavior toward your work. Moreover, he stated that you are not punctual. You even left the office before time without informing the team leader. It is very bad and non-ethical behavior. In our company’s policy, it is written that non-employee can leave office before time without informing or sending leave a message. There are many other things that are non-acceptable. I want that you should come to my office. It is your last warning. If you will not follow the rules, we will not allow you to work in our office.

Sincerely,

Your Name

Title