To,

Michelle Henry  
46-K, third floor  
Rhodes building  
Michigan, USA

11-04-20XX

Subject: Warning letter for operational mistakes

Dear Henry,

I was very excited about the day when I hired you as an assistant to my company manager. The reason was that I found you zealot and enthusiastic throughout the recruitment process and you proved your worth for a couple of months. I was surprised yesterday when I received your manager’s letter in which he enlisted a lot of operational mistakes exhibited by you on many occasions. Most strikingly, he wrote that you are not conversant with the filing work which is supposed to be your whole and sole duty. You are not keeping the record updated which is thought to be the backbone of any company. You know such kind of behavior carried out by you is considered sheer negligence and it proves one’s worthlessness.

The company is not in a position of withstanding such kind of behavior again and gain. Keeping in view your previous record, I am not highlighting the issue to the top management because I believe that with little training and guidelines from your seniors, you can make your performance better. At the same time, I warn you not to repeat these mistakes again in the future. If even after training, you are found to have been making the same mistakes again, I will be forced to send your report to the top management, and you may lose your job right away. Therefore, consider this letter as a final warning and assure your best and error-free performance.

I hope you will keep in mind all the things.

Yours sincerely,

Anderson