To,

John Tyson  
36-K, second floor  
Potter’s building  
Michigan, USA

11-04-20XX

Subject: Warning letter for operational mistakes

Dear John,

There are so many unsatisfactory operational aspects that have been found in your work and behavior in the office. To me, striking one is the late submission of reports which are supposed to be submitted every Friday, but you were failed to do so. Your shift manager has also complained to me about your poor performance and continuous mistakes while doing the assigned tasks. I held a meeting with you last Monday and you promised me not to repeat the mistakes in the future, but I regret to say that you have failed to keep your promise.

Your performance is not on par with the company standards. It is a clear indicator of the fact that you either have not a full understanding of job nature or are doing it deliberately. Consequently, heavy losses are being incurred to our company on account of your repeated mistakes. You should have approached to your immediate boss if you had faced any problem, but I am sure you did not bother to do that. Apart from all these facts, your manager said that you need the training to make you fully familiar with your job duties.

Keeping in view all the factors, you are hereby being warned not to repeat such mistakes in the future. Get yourself acquainted with the job knowledge for making your performance better. If I receive a further complaint about you, your services will be liable to be terminated without any prior notice.

Yours sincerely,

Anderson