Mr.Greg  
CEO  
TRG Group of Companies

Mr. Sam

Manager  
TRG Group of companies

Dated: 15th July, 20XX

Subject: Warning letter for failure to secure information.

Dear Sam,

It is a matter of deep concern that you have very carelessly lost all the information concerning the Fisheries Project. It was reported that you had left the file of the project in your dustbin and the very next day when the cleaner came it became a part of the trash. Unfortunately, you do not have any back up of the same as declared by you.  Sam, this is the second time in a row that such carelessness has been reflected by you. Earlier it was ignored by us.

Sam, you have been a consistently good employee of the company. You are a hard worker which we not only regard but appreciate too. But your recent behaviors are harming the company’s repute which is certainly not tolerable.

Through this letter we intend to warn you of your carelessness otherwise serious action will be taken against you.

We hope to see a positive change in you and work with you in future endeavors.

Yours Sincerely.

MR Greg  
CEO  
TRG Group of Companies.