[Company Name]  
[Address, city, STATE, Zip]  
[Contact]  
[Website]

Date

Name  
Address

Dear Mr. Ross,

This warning letter is being sent to you for not following your job description properly.

We have received many complaints from your co-workers regarding your non-fulfillment of duties and responsibilities properly. No warning was sent to you, but you were under observation. After looking at various incidents, we have reached to the conclusion that you often refuse your co-workers, and even your supervisor, with the excuse that the task does not come under your job description.

This warning letter is especially being issued to you after your refusal to write the XYZ project appraisal report. It is clearly written in your job description that you are responsible to complete any task related to the project you are associated with. In addition, you are supposed to carry out any job that your supervisor assigns to you.

This kind of behavior is simply unacceptable. We have decided to issue a warning letter initially. However, if you do not follow your job description appropriately, not only your evaluation would suffer, but you might get terminated as well.

We expect you to improve your behavior, and we hope we do not have to lose you, as, for us, our employees are our assets.

We hope to see a better professional behavior and performance.

Regards,

John Thomson.