Date

Name

Address

Dear Ms. Samantha,

This warning letter is being issued to you regarding your rejection of the project ABC, offered by the client XYZ, on 5th October 20XX.

Being our regular client, XYZ offered us their project ABC on 20th September 20XX. When the meeting was held, it was decided that the final decision of the project’s acceptance or rejection would be taken by you after analyzing the availability of the required resources. At that time, we were unaware of the fact that you were applying for a long leave for your holidays, otherwise, the decision responsibility would not have been bestowed onto you. When your leave application got approved, you decided to reject the project, as you did not want the cancellation of your leave. You could have communicated with us, and we could have chosen another manager for the project. However, you rejected the project based on your personal reasons without even considering the damage this decision would have for the company.

Currently, we are only issuing you a warning letter, but your name has been listed in our observation list. If such unprofessional behavior recurs, you will be fired immediately. Also, from now on, all your decisions would be first scrutinized through the HR department and the top management, which means we are limiting your authority.

We hope that you will not repeat the mistake and improve your performance as well, which would give you back your lost authority and trustworthiness.

Regards,

Steven John.