Date:

It has been brought to my notice that you are behaving diligently and professionally. I have received so many complaints about the work you submit. You are either not understanding how important it is to submit quality work or you are completely careless towards your job. Due to your negligence, the company is going into loss.

We often receive complaints from our customers too due to which, our loyal customers are leaving us. If you are not serious with your job, you can talk to your immediate supervisor and discuss your problems with him. I have sent you many other emails in the last few months concerning your poor performance. We have also given you the option to get training from your supervisor. However, you did not pay any heed to this offer also. This shows how serious you are with your job.

After seeing the number of years, you have given to our company and your performance record, we have decided to give you another chance to improve the quality of your work. You are being warned to improve your quality of work and get yourself trained by your supervisor so that you don’t have to face such a situation again.

If you fail to perform your job well and show conformance to the standards of quality of work set by our company, the company will have a complete right to terminate you from your job without giving you any prior notice.

Regards,

Name of the sender

Designation of the sender

Signatures