Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:  
Name of the employee  
Employee’s address  
Name of the manager,  
Manager’s address

**Subject: Warning for bypassing work process**

Dear Mr. ABC,

Please find this letter as a written warning from the company to you. It has been brought to my notice that you have not been paying attention to work and no diligence is shown for performing your job responsibilities. What I have understood is either you are not interested in your job, or you are unable to understand things that you are supposed to do.

Due to your negligence from work, the company has failed to give desired outputs. My manager has reported that several times, you bypassed the work process and tried to do things in an awkward way to finish them early.

You are hereby being asked to not repeat showing this kind of behavior in the future. If you are facing any kind of difficulty, I can get you in touch with one of the senior members of the company who will guide and train you so that you can improve your performance.

It is also notified here that if you failed to show improvement in your performance in the future, the company will have to dispense your services without giving any advance notification.

A reply to acknowledge this letter will be appreciated. If you have any queries, contact Mr. Adams, and seek his assistance.

Yours faithfully,

Signatures of the employer