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

To:  
Name of the recipient  
Address of the recipient,

From:  
Name of the manager,  
Company’s name:  
Contact details

**Subject: Warning on failure to report on time**

Dear Mr. (mention the name of the employee),

You are being officially warned for not being able to submit the report which was due on 10th November 20XX. Because no report has been submitted from your side, several reasons for actions have been raised.

Note that the act of delaying the submission of the report is considered an offense and it may also result in terminating you from the job. You had been issued a complete notification with comprehensive guidelines as to how to create the report and submit it. Still, you failed to report the required information.

It shows that you are negligent towards your duties, and you also don’t have much hold on people working under you.

It is now, therefore, be notified that you are required to submit the report before 20th November 20XX. Remember that failing to show compliance with this notification may result in serious actions taken against you.

Yours sincerely,

Signatures of the sender

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_