Date:

To:

Name of the employee.

**Subject: Warning for untidy garden maintenance during [X]**

Dear ABC,

It is the second time I am writing this warning to you because you have not been keeping the garden tidy. Now, on the strict order, consider this warning as the last word from my side.

The garden is the first thing to be seen whenever someone enters the house. The mess on the lawn turns me off. The responsibility of cleaning the lawn and ensuring that everything remains orderly is on you and if you don’t keep it in an appropriate condition, you don’t do justice with your job.

You are required to show professionalism and it includes lots of things other than being at work daily. You need to take all the necessary steps that can keep the garden tidy and orderly. I will observe your performance for a complete month now and if you don’t show any improvement, you will be dismissed from the work forthwith

Regards,

Name of the sender

Signatures

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