

(Mention your name)

(Your address)

(Your contact information)

(Date)

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter of Warning for Failure of Following Instruction

Dear (Name of the Recipient),

We are writing this letter to warn you about your repeated failure of following the instructions of our company (mention the name of the company). Your continuous failure for following the instructions of our department of (mention details) has forced our company to fail to reach our desired target within the desired time.

Your bad performance has harmed the reputation of our department (mention the name of the department) many times. All the staffs of our company are very upset for this reason. Therefore we are going through this burden to warn you about this type of attitude of yours. Hope you will try to change your working attitude in the future.

We all hope for your better performance next time in this field. If you have anything to say about this matter, you can contact (mention the name of the contact person) within the working hours.

We all hope to see your betterment in the future to help the success of our company.

Thank you very much.

With regards,

(Hand-written Signature)

(Date)

(Notary or witness if required)