[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

This letter is with reference to the previous verbal warning given to you by your supervisor. There have been series of event where you have demonstrated disobedience of orders given to you. But we are afraid to inform you that yesterday’s incident marked for the final call.

You have been associated with a responsible position where we expect you to be careful with respect to the job tasks given to you.

You’ve been a talented employee throughout these years. Together we have enjoined working in a healthy environment. But now your severe disobedience is harming the surrounding environment of the office and this will not be tolerated.

With this letter, we intend to give you a final warning of changing your attitude toward work. We hope to see a positive change in you in future.

Jessie