[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Earlier your supervisor brought it to our attention that you are not following the given instructions properly. You have been a diligent employee of the company whose hard work has always been appreciated. You have a wonderful gift of skill and talent. But following the due instructions is very important.

These instructions have been designed to enrich your growth and development. Following the instructions helps you achieve your desired goal. By not following the instructions you are disrupting the working environment of the company.

Prior to this, we have also given you a verbal warning but as we have not seen the desired results, so we have intended to warn you through this letter. We hope to see a positive change in you.

Jessie