Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Organization Name

Street Address City, ST ZIP Code

Dear Recipient Name:

This letter serves as a warning for refusing work that had been assigned to you last Tuesday. Your supervisor has reported the entire incident to the higher management.

According to Mr. Shafqat, you have been hesitant when the project was first assigned to you. Afterwards, you deliberately missed the given deadline and simply told your manager that he should assign this work to someone else in your department. This type of behavior is outrageous.

The company considers it to be blatant insubordination. The management is usually very strict about the conduct of employees. However, since your previous record is clean, we are letting you off with a warning instead of suspending you from the job.

You must be extremely careful in future and avoid this misconduct. Another similar complaint about you from your manager may result in termination.

-Optional-

*You have always been a hardworking and obedient worker. The company does not want to lose an employee like you. You are, therefore, advised to follow a few steps to avoid such a situation in future. Firstly, if you feel that a certain assigned task is beyond your capabilities, you must talk to your supervisor about it before the deadline has already passed. Delayed projects lead to a loss for the company. Therefore, you must be considerate and inform your supervisor on time if you are not able to perform a task for any reason. However, you must have a valid reason or excuse. Otherwise, you are never supposed to turn down any assignment entrusted to you by your superiors.*

*On the other hand, if you have been feeling too burdened by your workload lately, the company encourages you to avail your annual leave. You must, of course, apply for the leave through proper official channels first. A break from the office can help you return with a refreshed vigor to work again.*

We expect you to take this warning seriously and do not show any more negligence regarding your work responsibilities. Following the provided advice can help you retain your job and continue to maintain a good record with the company.

Sincerely,