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 is being issued to you as a warning due to your insubordination to your superiors. It has been reported to the higher management that you failed to perform the duties assigned to you on April 24th. Your refusal to perform the given tasks is a serious breach of company's code of conduct. You are, therefore, being warned that such misconduct in future shall result in your termination.

**-Optional-**

When you were hired by the company, your job contract clearly stated that you must perform all the duties assigned to you by your manager. You are not allowed to neglect your tasks or miss deadlines. In addition, switching duties with co-workers is also strictly prohibited. Last month we received a complaint from one of your colleagues who had been utterly displeased when you kept pestering him to your switch tasks. At that time, you were given a verbal warning regarding this matter. However, your recent negligence of duties shows that you have not taken the previous warning seriously.

You must keep in mind that you are under observation now. In case we receive a single more complaint from your manager or colleagues, we will have to terminate you. The company does not tolerate a casual and negligent attitude. You must take the orders of your superiors seriously.

We expect to see a positive attitude in your work behavior after this warning. You have all the skills and capabilities required for this job. That is why the higher authorities have decided to give you another chance. We hope you will be performing your duties more diligently from now on.

Sincerely,