Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you for your fake behavior at work.

When your manager complained about your performance, we decided to have a feedback from your co-workers. Your colleagues reported that you always work hard and even spend extra hours at work. Due to these conflicting reviews, we investigated the matter further and got to know that you are just being fake when it comes to working. You are looking at your laptop screen but not working, you are spending extra hours but not for the office work.

We cannot tolerate this behavior especially because it is affecting your performance as well as the company. If your behavior would persist, this warning would have to be translated into your termination.

For us, our employees are valuable assets and we expect you to bring a change in your behavior as well as improve your performance.

If you have any questions, you can contact us at [Contact].

Regards,

Name Here

Your Title