Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is to notify you that your unprofessional behavior of not keeping your promises and not fulfilling your commitments would not be tolerated by the company.

You were recently given the complete charge of [ABC] project and you were made responsible for completing all the deadlines on time as it was a critical project with our old customer. You have missed three deadlines and many project resources are on hold, costing us money.

You are required to improve your behavior and deliver promises that you passionately made about the project. In case of any further delays, we would have to reassign this project to someone else and it may result in the termination of your contract as well.

You have been with us for five years and we want you to continue working with us. We hope to see a change. If you have any questions, do not hesitate to contact us at [Contact].

Regards,

Name Here

Your Title