Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you because of your poor communication and lack of information transfer in the [XYZ] project.

Being the head of the project, you were required to transfer all the client requirements to your subordinates which you did not. As a result, the performance of the project suffered immensely, and the clients have many complaints.

You are required to be professional and communicative. This type of behavior would force us to consider your termination.

We hope that you would improve your communication in all the work tasks. If you have any questions, feel free to contact us at [Contact].

Regards,

Name Here

Your Title