Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you due to your continuous unresponsiveness in the TOYO project of [XYZ] corporation.

In the last month, [XYZ] has emailed and called you for queries or updates on the project but you have been very unprofessional in dealing with them. You have not replied to any of their emails properly. We have all the details and we can clearly see that either you have ignored their email or have replied with a very general response without addressing the mentioned issue. [XYZ] has informed us about your unprofessionalism and they are thinking to take back the project from us.

You clearly know of our company policies and you know that we do not tolerate such unresponsiveness and unprofessional behavior. You have been our good employee since you joined us so we are currently only issuing you a warning letter. However, if such behavior persists, we would have to fire you.

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

Regards,

Name Here

Your Title