Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you for your failure in terms of being forthright.

We called you for a meeting on 13th January 2019 to inform about your transfer to the XYZ city. You showed your consent to the decision rather, you seemed happy to join a new place as you said, ‘you cannot wait to go and join’. After that, you applied for a two week leave the next day. It was granted as you were expected to move to another place. After two days of your leave, we started receiving requests from your internal and external references to cancel this transfer as you did not want to leave your family alone.

You could have informed us about your concerns directly and we might have considered another employee for the transfer. This unprofessional behavior not only affected your reputation with us but also made the company suffer. You have to stop such behavior and become forthright otherwise, we will be forced to deem your termination.

We hope to see a change. For any questions, contact us at [Contact].

With thanks,

Name Here

Your Title