Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this warning letter regarding your missed deadline of the draft for the ABC project.

We were able to get the ABC project after a lot of efforts and we wanted to deliver the best to the client to attract future projects as well. We held a special meeting with all the involved employees to highlight the significance of this project to us. The first draft was due last week on 14th December 2019. It was your responsibility to prepare and submit it. Rather, you just ignored the deadline and the client received no draft until 17th December 2019.

You are being warned strictly that if you will miss any other deadline, you will be directly terminated.

We hope that you would become responsible and abide by the deadlines. If you have any questions, you can contact us at [Contact].

With thanks,

Name Here

Your Title