Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

Through this letter, we are warning you to put an end to your blame-game.

We have observed numerous times how you shoulder-off all the blame onto others. You cannot make someone a scapegoat anytime a mistake occurs. You need to become professional and own your mistakes. Otherwise, we would demote you to two steps down your current designation.

We hope to see a change. If you have any questions, you can contact us at [Contact].

With thanks,

Name Here

Your Title