Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This letter is to warn you against plagiarism.

Being our employee, you clearly know about our strict policies regarding plagiarism. Even then, your recent report on ABC industry showed 58% plagiarism. This is not acceptable at all. You need to remove the plagiarism and bring it to 5% until 20th January 2019. If you would not do that or plagiarism appears in any of your other reports, your contract with us would end.

We hope that you would become more creative and avoid plagiarism.

With thanks,

Name Here

Your Title