Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this warning letter regarding your withholding of the requested information.

On 11th January 2019, Mr. Steven, your subordinate, requested for some information which was necessary to complete the ABC project report. Knowing that the deadline was approaching, you still withheld the information. As a result, the report got delayed and the client got dissatisfied.

As a supervisor, you need to be proactive and respond to the requests in a timely manner. You need to release the information immediately and never repeat such behavior. Else, we would be taking a serious action which might lead to your termination.

We hope you would not indulge in such unprofessionalism again. For any questions, you can contact us at [Contact].

With thanks,

Name Here

Your Title