Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to warn you about ending the blame-game and taking responsibility.

In ABC and XYZ projects, few mistakes occurred that resulted in dissatisfaction of the clients. When you were asked for a justification, you blamed your manager for all the faults. However, he clearly had delegated the authority for these two projects to you.

You need to put an end to this blaming and should start to own and take responsibility of your mismanagements and mistakes. However, if this does not stop, the next step would be your demotion which might lead to your termination.

We hope that you would become a professional and responsible employee.

With thanks,

Name Here

Your Title