Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is regarding your excuses and improper execution of your duties and responsibilities.

Your supervisors have filed complaints against you in the HR department. According to them, you make irrelevant excuses whenever the deadline of any project is approaching or you go on a leave saying that your family member is sick.

These excuses neither would take you anywhere nor would generate profits for the company. Few of the clients had issues in extending the deadlines and they might get reluctant to give us projects in the future.

You need to stop making excuses. Else, we will have to take a serious action that might lead to ending of your contract with us.

We hope that you would become responsible to deal the situations and improve your time management skills.

With thanks,

Name Here

Your Title