Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you as a response to your manager’s (Mr. David Will) complaint against you.

According to Mr. David, whenever he tries to involve you in a task which is complicated and difficult, you either apply for a leave or simply deny or avoid doing that task. It has happened many times. This shirking is unprofessional and you need to change this behavior as it is affecting your department as well as the overall organization.

If you would not start taking the challenging work, you will be demoted and replaced with a competent employee.

We hope that you would put in your utmost effort to prove your worth.

With thanks,

Name Here

Your Title