3 March 2020  
Eden Mark  
XYZ Branch  
Bedfordshire, Street 7900

Dear Mr. Mark,

I hope that you are performing well but this can be hope only. It seems funny but it is not. I considered you hard working and vigilant employee that would be proved as an asset to the company, but you have faded away all my hopes. It has been reported that you are showing a lack of performance since the last few weeks. You are not showing vigilance and hard work towards work and instead of it, you waste your time talking on the phone and playing games in the office. I was checking the monthly progress performance file yesterday and came into shock to see your monthly progress report. You have come from 2nd position to 15th which was no less than a surprise to me.

I was reported already through your coworkers that you do not pay any heed in office work. I neglected all this considering you are in some stress but after seeing this month’s report I do not have any other option than to send you a warning letter. I have great expectations from you and want you to be active again and focus on your work instead of wasting time here and there. It would be better for you and your future also.

This is what I have to talk to you. I want you to visit my office tomorrow as soon as possible, if you are facing any trouble and have problems we will try out best to strive for the best, but if next time I hear any of such thing I would make you leave from the company. I hope that you will take this warning seriously. Thank you!

Regards,

John Bush