3 March 2020  
Stephen Lucy  
ABC Branch  
Bedfordshire, Street 6666

Dear Mr. Lucy,

I have been receiving many complaints about you for the last three months and I am writing this letter as a warning to you to bring a change in your daily routine regarding office work. It is informed that you are showing negligence in performing your daily tasks and last month’s project has failed due to your irresponsibility.

Gentleman, I cannot bear this kind of negligence in my company from any of the employees. I have earned my name after a lot of hard work. We give a verbal warning first, but it was of no use for you. Now I thought to make official proceeding by sending you this warning letter. Your colleagues have also reported against you that you do not show any interest in any activity and show laziness in doing any work. We give you a monthly salary based on your hard work, but you are taking the benefit of my politeness.

So, take this letter as a serious warning and start improving your performance and show some vigilance. I understand the problems of my employees well but such kind of irresponsibility I cannot bear, so you have to show a positive attitude.

I hope that you will act upon what has been said to you. This time I am giving you last warning but next time if you do such a thing, I would compel you to resign immediately. Moreover, you have to visit me tomorrow in this regard and do not forget to bring your monthly progress report along with you. Waiting to see a positive change in you! Thank you.

Regards,

Maxwell