1st March 2020  
John Cristopher  
XYZ Town, 234  
  
Dear Mr. Cristopher,

I am Stalin Adolf, the head of XYZ Company in which you are working on the post of junior assistant. This letter is a reminder to you regarding unprofessional behavior that you have adopted for a long time. I myself had noticed this thing numerous times and complaint to you about this but I think that you did not take this seriously and started continuing the same unprofessional behavior. I had high expectations from you that you are an efficient and hardworking employee here and was thinking to upgrade you on grade 14th but now I am thinking to change my decision of promoting you.

As you know very well that the company is currently facing a serious financial crisis due to the failure of some mega projects and now, we demand extra hard work from our employees. Each one here in the company including me is striving to bring the company back to its original position but you are not taking this thing seriously.

My secretary informed me that your performance is going down and you do not pay heed to office work, instead you waste your time playing video games on the laptop. I did not believe this thing personally and thought to have views regarding this from your colleagues. They all said that you come and go to the office on time and work hard but there were conflicting views from my secretary and employees.

So that’s why I placed a security camera in your table without informing you to check what you do instead of doing office work and I caught you there to play video games and movies on the laptop.

This behavior of yours is very unprofessional and I don’t expect it from any of the employees of mine. So, take this letter as a warning and change your behavior at the workplace. Next time if I caught you doing this, without a second thought I will exclude from my office. I hope that you will take this warning seriously. Thank you!

Regards,

Stalin Adolf