1st March 2020  
Jones Marlow  
Driver ABC Organization  
Brooklyn, 0000  
  
Dear Mr. Marlow,

I am writing this letter to inform you based on negligence that you are showing in performing duties. I had warned you verbally numerous times, but you did not take it seriously and considered that I am joking, but this time I am warning you for the last time. I was noticing this thing for a long time about your changing attitude that you do not perform your duty well and my daughter told me yesterday about your harassing gaze and I could not control my anger after this.

I was told by my daughter that on the way from her college to the home you intentionally stopped the car. On asking you told her that its tire is punctured. She told me that you stopped the car at a desolating place and tried to come closer to her. I was really shocked to hear all this, and I was not expecting this from you. I have given you the duty of pick and drop and better for you is to keep in your limits and remember that your first and foremost duty is to behave professionally.

Keeping in view the above-mentioned circumstances I want you to perform duties well instead of gazing other’s daughters and wives with lustful eyes. I hope that you will be careful now. Next time if I hear any of such complaints against you then without thinking I would exclude you from this job. I hope that you will take this warning seriously.

Regards,

Adam Jones