1st March 2020  
Sidney Carter  
Driver XYZ Organization  
Brooklyn, 234

Dear Mr. Carter,

The purpose of writing this letter to you is to warn you that you are not performing your duty well since last few months. We have hired you on a good monthly package and your salary is equivalent to any of the employees in other organizations. Not only me but all staff members are witness to this thing that we did not ever make you felt inferior. As a result, we were not expecting to adopt unprofessional behavior from your side.

I was informed a few days ago that you do not come to the office on time and behave rudely whenever any staff member wants to go somewhere. We have hired you for office work and you remain busy all the time on the phone. Even Miss Matilda told me that she was going to meet a serious accident when she was driving with you and you were driving very fast. Moreover, you remain busy on the phone while driving which can result in the form of a tragic accident. I cannot bear this attitude in my office.

This time I am advising you to bring change in your attitude and manners and perform your duties well. I hope that you will act upon what has been said to you otherwise you will be responsible for the loss of your job. I am keeping you under strict observation and for the safety of other staff members I have inserted hidden cameras in the car and if I see any kind of misbehavior and rough driving, I will exclude you immediately from the job.

Regards,

Norma Dorsey