Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

This is an official warning in response to the complaints made by your team members regarding your unprofessional attitude towards work. You habitually blame others for your own shortcomings and failures at work. This is a highly undesirable quality and may prove to be damaging for your future career in any organization.

It has been reported to us that you do not take responsibility for the tasks assigned to you and you never admit your mistakes. Instead, you resort to putting the blame for your poor work performance on your team members. As reported by your team manager, you also constantly blame the office administration for your own incapability to make any substantial accomplishments.

The management wishes to inform you that the organization provides the best working environment for all employees. Many of our employees have been making remarkable achievements for the company working with the same resources and office infrastructure as you are. You must stop playing the blame game. If you wish to continue working in this organization, you must own up to your mistakes and work harder to overcome your shortcomings.

Take this warning seriously and improve your attitude towards work. The company will have no trouble replacing you if you continue to resort to blame.

Sincerely,

Your Name

Title