Mr. Fred,  
COO,  
Interwood

Mr. Green,  
Manager programmer,  
Interwood

Dear Mr. Green,

I had chosen you very confident about our upcoming launch program. You had previously disappointed me but this time on your insistence I had given you another chance with my eyes open. Green our launch which was held last week proved to be a disaster. You were given the guest list along with the timings of the launch which you had failed terribly in communicating to the respective guests. The timing of the guests was messed up to such an extent that some of our guests were arriving just before the launch was about to finish.

Green, you understand how important this launch was for the company. You had always managed things in the best possible manner with true professionalism. This time certainly was unable to figure out where the mistake initially started.

The company does not want to lose you as you are a very good employee of ours, but Green such irresponsible behavior shall not be tolerated in the future. I hope to hear positive from you.

Yours Sincerely,

Mr. Fred,  
COO,  
Interwood