Mr. Tom,  
CEO,  
Textile

Mr. Terry,  
Sales Officer,  
Textile

Dear Mr. Terry,

In our previous meeting, I had made it very clear to you that you ought to provide me with the inventory details by contacting the inventory holder so that we may order what is needed further for production. Earlier you had failed to do so, and I had talked to you personally for not being careless and having a due record of what needs to be processed. Now of this time, you had repeated the same as before. We are running short of inventory due to which production is getting delayed. This is something that cannot be tolerated as it would make us incur huge losses.

Terry, you have always worked diligently and had put much of your efforts in what you do. But from the past few weeks, you are depicting an attitude of carelessness which is not acceptable at all.

I am hereby warning you through this letter to stop being careless and moving towards becoming responsible for things. I hope that I will see a positive change.

Yours Sincerely,

Mr. Tom,  
CEO,  
Textile.