Mr. Henry  
Head of Accounts department  
YTT Textiles

Mr. James  
Manager,  
Accounts department,  
YTT Textiles.

Dated: 22nd July, 20XX

Subject: Warning letter for intentional Act

Dear James,

From the past few weeks, you are constantly ignoring my instructions. I had made it very clear that whenever I am being called by the CEO irrespective of what time it is during office hours, you should wait for me so that if there is something to tell you I should inform you of that. Moreover, I had said that if in case you have to run out due to any emergency, you should call me and ask for anything important, and if I am not reachable through call then email me.

You, as an important person in my department did not bother to do any of the things mentioned above when I had returned from the meetings with the CEO last week. James, I had even talked to you about your behavior and had warned you verbally as well, but I think you did not follow me.

You have been a responsible and hardworking employee of the company. Over the past 5 years, you have shown tremendous improvement in performance but form the past few days you have failed to meet my expectations. If this persists, I am afraid I will have to take serious action against you.

The company however does not want to lose you. We wish to continue working with you on good terms. Hope to see a positive change in you.

Yours Sincerely,

Mr. Henry,

Head of Accounts department,

YTT Textiles.