Mr. Jerry,  
COO,  
PHARMA PLUS.

Mr. Trod,  
Salesperson,  
PHARMA PLUS.

Dear Trod,

It has not been late since you had not listened to instructions given to you properly. You do have a previous record of not following the given instructions properly and doing work as you wish to do. The last time when we had to dispatch medicines to our related pharmacies under your supervision, you had deliberately canceled deliveries to three of our main stores, reasoning that we did not have enough stock when actually it was not the reason. This has cost the company a lot.

You had tried to deteriorate our relationship with our three key stores who add up to our sales with a huge amount. Upon investigating we came to know that on that particular day you wished to go home early. Trod this attitude of yours is not tolerable.

You have fulfilled your duties in due time and had always been responsible for work. But this time you had not only fulfilled your duty but also you had nit followed the due instructions given to you by your supervisor. This is certainly not acceptable behavior. Trod you need to follow your supervisor's instructions very carefully as any further intentional refusal to follow instructions by you will not be tolerated at any cost.

Through this letter, I intend to warn you of your behavior and expect that you follow the given instructions rather than refusing to follow them otherwise strict action will be taken against you. I hope to hear positive from you.

Yours Sincerely,

Mr. Jerry,  
COO,  
PHARMA PLUS.