[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: [Subject line]

To

[The Recipient]

Dear Harry,

I regret to say that I recently came to know that you failed to comply with the instructions I gave you with regards to the project Skyrocket (mention project’s name for reference) rather carried out the assignment on your very own terms which, consequently, resulted in dissatisfaction and rejection of the client.

You have been an employee of this company for one year now and I believe you reckon the company policies on the disobedience of commandments. The intention of this letter is to inquire about the true details of your failure to abide by the orders. We, at ABC Solutions, believe in investigating the problem before executing a disciplinary action impulsively.

It is also intimated to you that you will be fired effective immediately on such poor performances in the future.

I am looking forward to a just explanation from you within 3 working days.

Sincerely,

John Wick