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

To

[The Recipient]

I am Paulo Leon, HR of the XYZ Company.  I am sending you this letter as a reprimand for not meeting the deadlines. We appoint employees in our company based on their credibility and potentiality to meet office deadlines. We are in competition with one of the best companies in the town and the urge to move forward is increasing day by day and in this competitive environment and tough race we want our employees to be punctual, competitive, and potential.

You know punctuality does not mean attending meetings and coming to the office on time. It also means to accomplish the assigned deadlines in the time given. Your performance at the start of joining was up to the mark but gradually you started lacking interest in office work.

I am so much disheartened with your conduct now. You are failing to meet the given deadlines and you are doing it for a long time. This kind of attitude is not acceptable at all as it is causing damage to the reputation of the company. The clients are not satisfied with us now and having unwanted experience because they did not get their project ready on time and it all happened because of you as you were dealing with projects. The company has earned its name after a lot of hard work of the employees and we do not want to get it affected by your bad performance.

If you continue to show such performance, then we will face its severe outcomes. I am given you a warning now to be serious in your affairs and focus on your work by meeting the deadlines. If you do not come up to the expectations of the company then terminating, you from the job would be the final decision left for us. Hope to see a positive change in you.

Regards,

Paulo Leon