Mr. Henry  
CEO  
TRG Group of companies

Mr. Harold  
Sales executive  
TRG group of companies.

Dated: 28th October 20XX

Subject: Warning for sloppy and unorganized work

Dear Harold,

It has been noticed at several events that your attitude towards work is not serious. Though you complete your tasks you certainly fail to do so in an organized manner. Moreover, the way you carry your work is rather a careless attitude of yours which leads you to miss out on minute details of the tasks assigned to you.

Last week when you had to give a presentation of the sales report you had put the first thing last and the last thing first which made every individual sitting in the hall unable to understand what you intended to present. Second thing two days back when I had asked you to present your presentation to me in my office you had all of a sudden lost your laptops charging cable due to which I could not view your presentation. Harold this attitude of yours is certainly not acceptable.

You need to manage things in an organized way. Through this letter, I intend to warn you of your careless attitude else serious action may be taken against you. You are one of our valued employees who has worked in the best interest of the company. We do wish to work with you in the future but this attitude of yours is becoming a hindrance to our co-cordial relationship.

I hope to see a positive change in you.

Yours Sincerely,

Mr. Henry  
CEO  
TRG group of companies.