[Company Name]  
[Address]  
[Contact]  
[Website]

RE: Failure to comply with instructions

Dear Mr. Sherman,

This has brought to my notice that Mr. Alden who is a newly appointed employee in our company has met with an accident last Monday. He was tackling wirework when he met with this accident. Although he was saved from a major incident ill-fatedly his face was burnt severely. You know that he had just joined last month and was on probation for four months. I had made a committee for this to fully look over the matter.

After the committee investigated the whole matter, they gave me a final report in which it was mentioned that you were handed over the task to arrange a training session for Mr. Alden, but you did not do so. You know that our company has set rules and when we hired you it was told clearly to you that such negligence cannot be afforded here.

I had also received many complaints against you from many sources, but I gave you the opportunity each time to improve yourself, but you thought that I am joking. You did not take any of my warnings seriously.

Based on this entire nonsense attitude, you are supposed to be suspended as our employee for ten days. You will be kept in strict observation these days. This letter is being kept in your office’s monthly record and if such behavior continues from your side, you will be suspended permanently from the company. I hope that this warning might affect you and you will start taking attention to your work. Moreover, you are ordered to visit me tomorrow along with the details of your assigned tasks. Thank you.

Regards,

Helan Alexie