**To**

**[The Recipient Name]  
[Address]**

**Re. Warning for Negligent Driving**

Dear [NAME], this letter is to inform you that I had been receiving numerous complaints about your negligent driving for the past few months. Your rash driving can lead to some serious accidents one day, so take this letter as a warning. I have been waiting to write to you for the past few weeks, as you are off duty now, so it is the best time to write and take this letter.

You must understand all the responsibility that comes with you as a driver. Half of the school children commute through the school bus that you drive. With all I had, I confided in you, but you made a wrong use of my clemency as a gesture of my distress.

Many kids and their parents have already lodged a complaint against you in the administration office and they have been considering replacing the driver. Many report that they have verbally asked you to drive carefully but you never mind them. This is the only warning to you to behave professionally and drive carefully. If you want to work for the school and remain its employee, then make sure to drive carefully.

I want you to show rectitude and respectability while on duty. Further non-compliance with my orders will lead to permanent termination. I hope this letter would be enough to mark a reprimand and no more negligence would be observed.

I will see you this Friday and hopefully by then you would have redeveloped your ways. You have been working for the school as a driver for a decade, therefore, we do not want to lose an old employee. I hope this warning shall do its work. I would be thankful for taking this letter as a note of serious warning.

Regards.

[Your Name]  
[Address]