To

[The recipient]  
[Business Name]

**Subject: Warning for being idle at work during [XYZ]**

This letter is being issued to you for being idle at the workplace. I received a lot of complaints from your manager but every time I ignored thinking that you would soon change your behavior. Unfortunately, no such improvement has been reported so far.

On [date], your manager sent me a plethora of complaints against you. He brought to my notice that whenever a new task is assigned, you always put it off. Similarly, you cause a significant delay in the completion of important tasks, and every time you find new ways to get rid of work.

Likewise, your absence was reported during the most important meetings. It shows negligence towards your work. I personally observed you during my last visit to your office. You were wandering here and there and having a chit-chat with your colleagues after doing little work. I kept observing you throughout the day and you did nothing but a negligible amount of work. Your acts revealed that you have mastered the art of taking short breaks by distracting your boss.

I want to inform you that idleness is immoral and fruitless in the workplace. Your behavior is unacceptable because you are putting more and more pressure on your teammates thereby letting them down. Similarly, your performance has also become questionable.

We hired you keeping in view your excellent performance in your previous organization. It seems either we are more flexible, or you have not developed a clear understanding of your job duties. Whatever the case may be, the next meeting of the board of directors is planned to be held by the end of this month and you are advised to bring immediate improvement in your behavior. We provide a lot of perks and privileges to our employees but at the same time, we want them to perform their duties satisfactorily.

The company designs policies for creating a productive working environment and every employee must abide by these policies in letter and spirit. If an employee fails to meet our expectations, the company cannot tolerate such white elephants and such rotten eggs should be thrown out of the premises.

I regret to use harsh words, but it was necessary to make you realize the adversity of the matter. I hope you will rectify your mistakes and bring a positive improvement in your behavior very soon.

Yours sincerely.  
[SIGNATURE]