**[Your Company Letterhead]**  
[Company Name]  
[Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

**Date:** [Insert Date]

**To:**  
[Employee's Full Name]  
[Job Title]  
[Department]

**Subject: Formal Warning for Unprofessional Execution of Project**

Dear [Employee's Name],

We want to discuss the XYZ project with you, which was executed under your supervision. Although we appreciate your efforts, we have identified several significant issues that indicate poor planning and a lack of management skills.

One of the most concerning issues was your lack of time management. The planned project timeline was not adhered to, and several key deadlines were missed. Moreover, your team members complained about the overwhelming workload towards the end of the project completion phase. We expect you to take note of these important issues and ensure that your project execution is better planned in the future.

Please consider this a preliminary warning. We believe in your capabilities and expect you to show significant and immediate improvement.

Thank you for your attention to the matter.

Sincerely,  
**[Your Name]**  
[Your Job Title]  
[Company Name]

**Cc:** Human Resources Department  
**Employee File**