From

…..

Date

To

…….

Dear Kish,

Mr. Mezzo was preparing annual review report and it is sad to see a long list of warnings being made against you. Many warnings are issued to you for repeated mistakes.

On reviewing your annual character report, I must give you the last warning to improve your weaknesses. The company has shown the lenient attitude towards your behavior, conduct and lack of work capabilities. However, any more violation of company policy, tardiness, or bad behavior with others will not be tolerated at all.

The final action can be suspension or termination from the job.

Sincerely,

Your Name and Title