To Place:  
The Employee’s Name, Date:

Employee ID,  
Designation,  
Department.

Sub: Warning letter for not following instructions.

Dear Mr./Ms. **[Employee Name],**

It has come to our attention that you did not follow the instructions of your concerned authority about ……………………… project. This resulted in negative feedback from clients.

This is not a good signal for you and the company. Respond immediately on this matter and provide a letter of explanation.

And take appropriate measures to prevent such behaviour.

Failure to do so will subject you to severe disciplinary action.

For the **“Company Name”**,  
Authorized Signatory.