[company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Re. Warning Letter for No Response to Manager

Dear Mr. Anton,

I am penning down this letter on the basis of your unprofessional attitude at the workplace. On 12th August 20XX, I had an email you send me the details of candidates as I had to select them on the basis of their resume and professional skills, and you did not respond to me timely. Due to this act of yours, I faced embarrassment before them because I was not provided with their details by you. It left a bad impression of my company on them and you solely are responsible for this.

The company’s name has been earned after the arduous struggle of its employees and I want my employees to be responsible. I have not come crossed with it for the first time; you also did the same with me two months ago and I had warned you verbally then. I do not expect this kind of attitude from my employees. I want them to be proficient and engrossed in their work. But this act of yours has humiliated me a lot. Moreover, you are accused of creating turmoil and disturbance too which is totally unacceptable conduct.

This is the last warning to you, and you should mean it. You are ordered now strictly to behave professionally. Next time if you are caught in not responding to my official email, you will be disqualified from the office in a moment. So, take it as a last warning.

Sincerely,

Spenser Duck  
Assistant Manager