Warning Letter

To,

Name :

Designation:

Department:

Token No

During the training period your performance was monitored by theManagement and it was observed that your performance during trainingperiod was not satisfactory and you were advised from time to time toimprove upon your performance, however we regret to inform you thatwe did not find any improvement in your performance.

Management would have been justified in taking serious disciplinaryaction against you due to not satisfactory performance. However for thistime management has taken a lenient view and decided to warn you.

You are advised to note that any repetition of such or other act on yourpart in future will be dealt with seriously.

Personnel & Admin Dept

Thanks & Regards,

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