#1

I called you last Monday in my office and talked to you about your consistently poor performance. You pledged not to keep up with the pitiable routine. Your supervisor also spoke to you many times about your nonstop mistakes in accomplishing the assigned work adequately.

I am sorry to tell you that you have failed badly in keeping your promise. You are not working up to the criteria. Constant failures of proving your worth are not easy to neglect over and over again. You need employee training and afterward, we can think about working with you or otherwise accordingly. But still in the future, if you fail to follow the basics then it may result in instant dismissal from the Company.

#2

You were assigned a task last week and it was mentioned that you were supposed to submit it by this Monday. Almost all the employees were given the tasks on that day and their submissions were timely as well. But you didn’t show up on the submission day nor did you speak to me personally about the reason behind the late submission. Today you made a three-day late submission without uttering a word about it.

In terms of professionalism, it is called sheer negligence cum failure for not being able to accomplish the project on a given time. The company is not in favor of withstanding such misconduct as you have been doing this practice for some time.

You are strictly advised to provide the company with an explanation letter and give the reason for late submission within 24 hours. Also, attach a copy of this warning letter to it.

Nonfulfillment of the command will end in severe upshots. I hope that you will avoid such carelessness in the future.