**Disciplinary Warning Letter**

To,

Henry Tyson

34-H, first floor

Potter’s building

London

27th June 20XX

Dear Mr. Tyson

Subject: Disciplinary warning letter

This letter is to bring to your attention that there have been many unsatisfactory aspects which have been noticed in your work performance and overall behavior in office. The most striking factor was your absence from office on 5 occasions in a span of one month. Moreover you have been found to submit work reports quite late which cannot be accepted in any way.

You can consider this as the last and formal warning from my side, after which we would be forced to take a difficult decision in the favor of the office. If you are facing any kind of difficulty which you would like to talk about or discuss, then you are completely welcomed to do so.

But there is no place for any misbehavior of any kind in our company, so please take notice of that.

Yours sincerely

Mark Benton