14-B Winner's Road  
Los Angeles, PA 12453

March 16, 2019

James Anderson  
5677 Evan’s Avenue  
Los Angeles, IN 32439

Respected Mr. Jones:

It is to inform you that you have been under observation in terms of your performance and behavior in the team for the past few weeks. Your performance has taken a dive lately and so has your punctuality. We were wondering what the real reason of that might be. We are writing to you so that you might understand the sensitivity of the situation and try to improve your focus at work.

More specifically, in the past two weeks, it is seen that you have been arriving late at work. That, when added with the demise in performance and behavioral mismanagement has caused a lot of concern for the higher management. It is thus expected that you work on being on time and being more productive. You should know that this message will serve as the last formal warning, and if considerable improvements are not seen then your employment might be terminated.

Sincerely,

Michaela Dangberg,

On-duty Manager.