**Warning Letter to Employees Who Say No To Work**

From:

Samantha Brown

HR Manager,

Universal Cosmetics Pvt. Ltd.

42 Richmond Street,

London

Date: 14th July, 2017

To,

Robin Mars

Sales Executive,

11, St. Anthony Street

London

Dear Mr. Robin,

The management has been informed that you were assigned a job of dealing with our reputed customers on 12th July, 2017 but you refused to follow the instructions of your Manager.

We would like to warm you that our Company will not tolerate any such kind of misconduct or negligence from your end. If any such behavior is noticed in future then you will have to face serious consequences as actions against termination will be taken.

Consider this as a final warning and we hope that you would work without any negligence in future.

Regards,

Samantha Brown

Production Manager,

Universal Cosmetics Pvt. Ltd.4