Date:

To

[The Recipient]  
[Designation]  
[Department]

Dear Mr. [enter employee’s name],

I am writing this letter to criticize Mr. XYZ for the excessive usage of the telephone. I am observing you for the last few days. I noticed that you are absent from your workplace and always busy using your mobile phone.

It also comes to my attention that you did not meet your deadlines for the last two days. Also, you are not attending any meetings related to new projects. This level of negligence is not acceptable in my office at all. You are a hard-working employee of the XYZ Company but this attitude is not good for your job.

You always keep busy yourself by using your mobile phone and playing games instead of working. If you are not interested in doing your job then please stay at your home and play games on your mobile phone. There is no place in my office for those people who wasted their time doing unnecessary activities.

As you expect the best facilities and good salary package from me I also expect your good work and attention on your work. This is the last time I am warning you otherwise I will take strong action against you. Kindly change this attitude and pay attention to your work. I am giving you a second chance to improve yourself. I hope you will not disappoint me again in the future. Wishing you the best of luck.

Regards,

[Your Name]

[Senders Title] -Optional-