Date:

To

[The Recipient]  
[Designation]  
[Department]

Dear Mr. [enter employee’s name],

I am writing this letter to criticize Mr. XYZ who is working as an assistant manager in our XYZ Company. It has come to my attention that you are no longer responsible for your duties. You spent all your working hours using your mobile phone. I am not expecting this kind of childish behavior from you.

Instead of doing work you are always busy using your mobile phone and chit chat with people on the different social media platforms. This attitude is not acceptable at all in my office. Moreover, it also comes to my knowledge that you did not complete your tasks and you are not attending the meetings. You are not complete the project that the company assigned to you.

If you want to continue your job like this then there is no need to come into my office. I cannot afford your salary without any effort or hard work. You were the hardest worker employee of the XYZ Company but now you are totally different from that person. You become so lazy and irresponsible due to excessive usage of mobile phones.

Also, I received so many complaints about your bad behavior and attitude. Your attitude is very bad towards your junior employee. Instead of doing your work on your own, you carry out the given task by giving it to junior employees. I hired these employees to work for the company, not for your work. Kindly change this attitude otherwise your job will be at stake. I hope you better understand my saying and will never disappoint me again in the future. Best of luck.

Regards,

[Your Name]

[Senders Title] -Optional-