**Warning Letter for Missing Deadlines**

| Subject: Warning for failure to meet deadlines  Dear [Employee Name],  This letter is being issued to remind you of your duties. I can understand that performing a job is not an easy task and there may be times when you cannot handle the pressure, but an employee must meet the deadlines for the reputation of the company.  Punctuality is the key and without punctuality an organization cannot progress. If in [Company name], you miss a deadline once or twice, it is tolerable. But we see that you have missed so many deadlines which is not only affecting the organization but also affecting the relationship with the clients.  It is getting our organization at risk. I hope you don’t want to be the reason for everyone suffering in the organization. We have discussed the fact earlier also and you promised that you will improve your failings.  You are an important asset to the organization and we do not want you to leave the organization. So, please look into this matter. I have a strong belief of a positive response from your end.  I'm looking forward to hearing from you, and I'd like to express my gratitude  Sincerely, [Your Name and Email Signature] |
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