Mr.Ratan Adhikary,  
  
This is to warn you that, you have been working in Turbo Power Ltd as a Asst. Manager since a long time. It has been observed that you are not sincere about your office time,continuously you are late in office which is against  company rules & regulations,you have no right to break the company rules & regulations. You have been warned previously but you are not improving your performance.  
  
In this regard,for the last time it is to warn you for being sincere in your office time perfectly otherwise you will be terminated.  
  
  
Regard  
HRD