## **Informal Warning Letter Email**

Subject: Friendly Reminder Regarding Work Behavior

you may be facing during our next team meeting.

Hi Tom,

I wanted to bring to your attention that we noticed a few issues regarding missed deadlines last week. While this is not severe, it's important to improve on punctuality and task completion.

Please treat this email as a gentle reminder to maintain standards. Let's discuss any obstacles

Best,

[Your Name]

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