Nordlicht Kurier GmbH
Station DXX1 · Musterstrasse 1 · 45127 Musterstadt

SAMPLE DOCUMENT

Mr
Dragan Pavlović
Musterstraße 12
45127 Musterstadt

Musterstadt, 24 March 2026

Written warning

Dear Mr Pavlović,

we hereby issue you a written warning for breaching the binding delivery requirements. In calendar week 12 (16–21 March 2026) you are responsible for the following:

- **29 returns** out of 1,186 delivered shipments (2.4%) — the highest figure in the station.
- **Four charged concessions totalling €214.30**, two of them caused by an option the application never offered.
- **16 March 2026, shipment DE4470553311:** recorded as handed to a household member; the customer reported not receiving the package. Amazon confirmed the concession.
- **18 March 2026, shipment DE4471340298:** no delivery photo although a photo is mandatory at this address.
- **Five contact misses, each with a call duration of 0 seconds**, followed by the package being returned.
- **Five delivery photos rejected by the quality check** within a single week.

Observing the recorded delivery preference, scanning at the delivery address, taking the delivery photo and contacting the customer before returning a package are among your principal contractual duties.

We require you to observe these requirements without exception from now on. **In the event of a repetition you must expect employment-law consequences up to and including termination of your employment.** A copy of this letter will be placed in your personnel file.

Yours sincerely

Nordlicht Kurier GmbH

Employee — place, date, signature

Sample report. All figures, names, transporter IDs, tracking numbers, postcodes and dates in this document are fictitious and serve only to illustrate the report format. No data of real clients, stations or employees is shown.