

Simple Warning Letter for Negligence of Duties

Subject: Warning for Negligence

Dear [Employee's Name],

It has come to our attention that you have been neglecting your assigned duties, resulting in incomplete work and missed deadlines. This behavior is unacceptable and does not align with company standards.

Please consider this letter as a formal warning. Continued negligence may result in further disciplinary actions. We expect you to take immediate steps to correct this issue.

Sincerely,

[Your Name]

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