

Follow-Up Warning Email After Verbal Counseling

Subject: Written Warning Following Verbal Discussion

Dear [Employee's Name],

Following our verbal discussion on [date], this email serves as a written warning concerning continued negligence in your assigned responsibilities. Despite our earlier conversation and guidance, your performance has not shown the required improvement.

Please understand that this letter will be placed in your employment file as part of the disciplinary record. You are encouraged to discuss any obstacles that may be affecting your work so that corrective measures can be arranged.

Failure to demonstrate improvement within the next review period will result in further disciplinary action.

Sincerely,

[Your Name]

[Your Position]

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