

Warning Letter from Direct Manager

Dear [Employee Name],

I am writing you this letter as a warning to the continuous and unexplained negligence of the tasks and duties assigned to you. Despite the many verbal warnings, you showed little to no progress when it comes to getting things done. You keep on delaying your tasks, missing deadlines, handing over uncompleted deliverables, and coming late to office without prior notice.

I try to be as tolerating as possible with my team members when their circumstances change beyond their control, but I simply can't tolerate deliberate negligence or intentional sluggish behavior.

I want us to work together and get things done, so I am kindly asking you to consider a dramatic shift in your attitude and your perspective to your job. You are required to work on the points mentioned above and start accomplishing the tasks and duties assigned to you with success and without delay. We will be reassessing your situation four weeks from now. Looking forward to great progress.

Sincerely,

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