

Formal Warning Letter for Negligence of Duties

Subject: Warning for Negligence of Duties

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent negligence in performing your assigned duties. It has been observed that on several occasions, including [specific dates or incidents], you have failed to complete your tasks as required. Such conduct falls below the standards expected of your position and has negatively impacted the department's workflow.

As a valued member of this organization, it is essential that you fulfill your duties diligently and responsibly. Continued negligence or failure to improve your performance may lead to further disciplinary action, including suspension or termination.

You are advised to treat this matter seriously and take immediate corrective measures. Please meet with your supervisor to discuss how you plan to improve and prevent such occurrences in the future.

Sincerely,

[Your Name]

[Your Position]

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