

## Warning Email for Repeated Negligence

Subject: Final Warning – Continued Negligence of Duties

Dear [Employee's Name],

This email is being sent as a final warning following previous discussions and written notices about your continued negligence of assigned responsibilities. Despite earlier reminders, there has been little improvement in your performance and commitment to completing tasks within the expected standards.

Your repeated disregard for deadlines and failure to follow proper procedures has caused delays and placed additional burdens on your team members. Please understand that this is a serious matter and that any further negligence will result in disciplinary action up to and including termination.

You are expected to provide a written explanation within two working days outlining how you intend to correct your behavior moving forward.

Regards,

[Your Name]

[Your Title]

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