

# Preliminary Warning Letter for First-Time Negligence

Subject: Notice Regarding Negligence of Duties

Dear [Employee's Name],

We have recently observed that certain aspects of your job performance have not met the required standards. Specifically, there were lapses in carrying out your assigned duties on [date or incident], which led to disruptions in workflow and delays in project completion.

We understand that occasional oversights can occur, and this letter serves as a reminder to exercise more care in fulfilling your responsibilities. Please consider this a preliminary warning and an opportunity to improve before further action is taken.

Your contributions to the company are valued, and we trust that you will take this feedback positively and work towards maintaining consistent performance.

Sincerely,

[Your Name]

[Your Position]

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