

Serious Warning Letter for Managerial Negligence

Subject: Official Warning for Managerial Negligence

Dear [Manager's Name],

This letter serves as an official warning regarding the recent lapses in managerial oversight within your department. Reports indicate that several key responsibilities were neglected under your supervision, leading to operational inefficiencies and reduced team productivity.

As a manager, you are expected to uphold high standards of accountability and leadership. Your recent inattention to duty does not align with company expectations. You are hereby directed to immediately address these shortcomings and submit a corrective action plan within five working days.

Please be advised that any further negligence will lead to more severe disciplinary measures, including possible demotion or termination.

Sincerely,

[Your Name]

[Your Position]

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