

Warning Letter for Administrative Negligence

Subject: Warning for Administrative Negligence

Dear [Employee's Name],

We have received complaints about delays and inconsistencies in administrative records under your charge. After review, it has been determined that these issues stem from negligence in maintaining proper documentation and oversight of tasks.

This letter serves as an official warning to remind you of your responsibility to maintain accuracy, timeliness, and attention to detail in administrative work. Please take this warning seriously and ensure all pending records are corrected within the week.

Your cooperation and immediate improvement are expected.

Sincerely,

[Your Name]

[Your Title]

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