

Initial Informal Warning Email

Subject: Reminder to Stay Responsive to Supervisor Communications

Dear [Employee Name],

This is a preliminary reminder regarding the recent lack of response to communications from your supervisor. We understand that workload and scheduling can be demanding, but it's important to acknowledge messages to ensure workflow continuity.

Please make it a practice to respond to all official messages within [X hours/days], even if it's just to confirm receipt. Doing so helps maintain efficiency and demonstrates professionalism.

We hope this issue will be corrected immediately without the need for further action.

Best regards,

[Your Name]

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