[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Warning for Negligence in Duty

Dear Mr. /Miss [NAME HERE],

I am issuing you the warning letter because of showing negligence in performing the job duties.

You took the urgent leave for four days to go out of the city for a very serious problem. I urgently granted you the leave based on your evidence and asked you to re-join after 4 days. You did not join us back after 4 days and skipped 3 more days.

You know that the inspection team is on a visit and we don’t have any person to work in your position for more than 3 days. The company has suffered a lot because of your careless behavior.

You are hereby requested to provide us with the explanation letter explaining the reason for showing negligence from performing your duty well. You are required to provide the explanation letter within next 48 hours with a copy of this warning letter.

Non-compliance with the order will result in serious consequences. I hope that you will avoid such negligence in future.

Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME HERE]

[Title]