Date

Name of the employee

Designation in the company

Name of the company

The subject of the letter

Salutation;

Dear manager,

I have received a warning letter from you about the negligence of the duty. I have been asked in the warning letter to explain my negligence. I want to say sorry for my negligence. I know that there is no justification for poor performance at work. However, I am giving you an explanation because I was not really meant to neglect my job.

My wife was very sick at home, and I had to call her many times while being at work. Due to which, I was often seen using a mobile phone in the workplace.

I assure you that I would not repeat this kind of negligence.

Sincerely

Signatures