Date   
Name of Employee and designation   
Address

Dear Mr. Employee,

This letter is to serve an official warning by the management of XYZ for your negligence toward the responsibilities assigned to you. It has been observed that you have been frequently missing deadlines and arriving late to the office for the past few months without prior notice.

The management wants to draw your attention to a few discussions that were held with you earlier in this regard;

* The front desk officer shared with you a complete record of your late arrivals for the last two months and the HR manager sent an official email to you and your supervisor for the same matter mentioning that disciplinary action will be taken if the same issue prevailed in next quarter. You not only acknowledged the warning but also made a commitment for being careful in future
* As per your head of the department, you failed to turn in monthly reports for the last two months on time. Despite the verbal and informal warning by your supervisor and manager, similar action has been observed for this month

However, having reviewed your previous record of serving the organization to the best of your abilities, the management has decided to monitor and reassess your performance till next month. Furthermore, you are required you share the delayed report by tomorrow.

The management reserves a right to terminate your contract if any improvement is not observed. Therefore, you are advised to improve your performance and meet the management’s expectations to the best of your abilities.

If you need any assistance or want to communicate the reasons for your negligence, kindly reach out to me or supervisor. We would be more than willing to extend support.

Sincerely,

HR Manager Name