To:

Employee Name  
Job Title  
Department

From:

Supervisor Name  
Job Title

06 June, 20XX

Subject: Warning Letter due to Negligence of Responsibility

This letter is served to you as a warning due to your continuous negligence of responsibilities related to work. You have been found guilty, of delay in tasks, erroneous work, not following deadlines, and not meeting office and meeting schedules multiple times.

I have tried to aware you of the negligence through verbal warnings at various times, but this is getting intolerable for me now since now your fellow employees and team members are also facing the wrath of it from our clients.

Due to continuous negligence of responsibilities, I am issuing you this first formal warning letter, hoping that you start to work seriously, with minimum errors, and on optimum deadlines so that we can work together in harmony and in the best professional manner. In case of prolonged negligence even after this, I shall be forced to take due action against you.

Looking forward to your progress.

Yours sincerely,

Supervisor name  
Supervisor position

I acknowledge that I have been afforded the opportunity to review and sign the correspondence before being placed in my personal file.

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Name of Employee Date Signature