Name of the employee  
Address of the address of the employee

Subject: Warning for not making entries

Dear Mr. Johansson,

This letter is to serve as an official warning to you for failing to make entries. This is severe negligence at your side which will never be acceptable at the workplace anymore. It is against the policy of the company that an employee does not make entries due to negligence.

The policies and guidelines of the company have been designed to ensure that all the employees work to fulfill their commitments and achieve their targets. Therefore, every employee in the company needs to show adherence to those policies.

Since it has been found that you are violating the policies of the company, we have, therefore, decided to put you on warning for one month. We will monitor you for one month and

Failing to make entries in the future also will ensure strict actions such as:

* Suspension from the job for 6 months
* Termination from job

We look forward to your positive response because we believe that you are a very valuable part of our organization.

If you have any query in your mind regarding this letter, feel free to contact us. Please sign a copy of this letter to acknowledge this letter.

Regards,

Name of the sender

Signatures