Date

To:

Name of the employee:  
Name of the company:

**Subject: Warning letter for [X]**

Respected Mr. ABC,

Please consider this letter as a formal warning issued to you for not following SOPs.

The hospital administration has received a complaint against you that you are not following COVID-related SOPs. During my visit to the hospital, I have seen that everyone was wearing the mask except you. In addition, you are not making patients and staff under you follow SOPs.

It has been made clear to all the staff members many times that wearing a mask is a must and there is no other way to prevent this disease. I have also seen that the sanitizer is also not available in various wards of the hospital which is also a very alarming situation.

You are a senior doctor, and we expect a lot from you in terms of following the course of action regarding COVID. Your negligence can put the lives of hundreds of patients at risk. I have never expected you to be negligent at this level. Note that if any patient catches the disease, you will be held responsible.

Furthermore, the hospital holds all the right to take serious actions against you if you don’t show compliance with the rules and procedures of the company.

If you have anything to discuss with me regarding this matter, feel free to contact me.

Name of the employer

Signatures

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