**[Company Letterhead]**

**Date:** [Insert Date]

**To:** [Employee's Full Name]

**Designation:** [Employee’s Job Title]  
**Department:** [Department Name]

**Subject: First Warning Letter for Negligence of Duty**

Dear [Employee's Name],

This letter serves as your first official warning regarding your failure to attend the client meeting scheduled on April 21st, 2025. Your absence without prior notice shows unprofessional behavior. It also led to inconvenience for the entire team and created a negative impression on the client.

We expect you to display a professional and responsible attitude towards all your work duties and tasks. Future negligence will lead to strict disciplinary action.

Kindly contact the HR for further details or guidance.

Sincerely,

**[Manager's Name]**  
[Job Title]  
[Company Name]

**🔁 Attachments/CC:**

* Copy to HR File
* CC: Human Resources Department