**[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],

We are writing to address an issue regarding your work efficiency. You have not been following the assigned deadline for your weekly XYZ report submissions. Your frequent delay affects our overall project timelines. You are, therefore, advised to follow the report schedule and deadlines strictly.

Please consider this your first official warning against your work negligence. We value your work and wish to offer you an opportunity for improvement. However, any future delays will necessitate disciplinary action against you.

We look forward to a positive response from you.

Sincerely,

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

**🔁 Attachments/CC:**

* Copy to HR File
* CC: Human Resources Department