**[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 issue a first warning regarding your negligence in the performance of your job while working from home. It has come to our attention that you have been signing out before the official off time. This is unacceptable and will not be tolerated in the future.

Please be reminded that the official signing-off time is 6 PM. You are expected to remain available online until then. Leaving earlier shows an unprofessional attitude and a disregard for the company’s policies. We, therefore, urge you to take this gentle reminder seriously.

Looking forward to your cooperation.

Sincerely,

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

**🔁 Attachments/CC:**

* Copy to HR File
* CC: Human Resources Department