

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Official Warning for Neglect of Duties

Dear [Employee Name],

This letter serves as a formal warning regarding your performance. It has been observed that you have consistently neglected your assigned duties and responsibilities. Despite previous verbal discussions on [Date of previous meeting], there has been no significant improvement in your performance.

Specifically, the following issues have been documented:

- [Description of specific duty neglected, e.g., failure to submit weekly reports]
- [Description of specific duty neglected, e.g., missed deadlines for Project X]
- [Description of specific duty neglected, e.g., failure to respond to client emails]

This neglect of duties negatively impacts the department's productivity and team workflow. As an employee, you are expected to fulfill the requirements of your role as outlined in your job description.

Required Improvements:

Effective immediately, you are expected to:

- Complete all assigned tasks by their designated deadlines.
- Follow all internal protocols regarding [Specific Process].
- Maintain the standard of work required for your position.

We will monitor your performance closely over the next [Number] days. Failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and have discussed its contents with my manager.

Employee Signature

Date: _____