

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Warning: Failure to Maintain Required Documentation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to meet the company's documentation requirements. Despite previous [discussions/training sessions] held on [Date], it has been noted that your record-keeping remains incomplete or inaccurate.

Specifically, the following deficiencies have been identified:
[Insert specific examples of missing or incorrect logs, reports, or files]

Proper documentation is a critical requirement of your role. Failure to maintain these records can lead to significant consequences, including:

- Regulatory non-compliance and legal risks for the company.
- Inaccurate operational tracking and financial discrepancies.
- Safety hazards or lapses in quality control.
- Negative impact on team productivity and workflow.

Required Action:

You are required to bring all outstanding documentation up to date by [Deadline Date]. Moving forward, you must ensure all records are completed accurately and submitted on time according to company policy.

Please be advised that further failure to adhere to documentation standards will result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations and potential consequences outlined above.

[Employee Signature] / [Date]