

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Official Warning for Inattentiveness

This letter serves as an official warning regarding your recent inattentiveness at work, which has been noted on [specific dates or incidents]. This behavior has been affecting your performance and the overall productivity of the team.

It is important to understand that attentiveness is a critical part of your role as a [Employee's Job Title]. Continued inattentiveness may lead to further disciplinary action, up to and including termination of employment.

We expect you to take immediate corrective action to improve your focus and performance. A follow-up meeting has been scheduled for [date] to discuss your progress and any support you may need.

Please consider this as a serious matter and take the necessary steps to rectify the situation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]