

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Formal Warning for Negligence

I am writing to formally address a matter regarding your performance at [Company Name]. It has come to our attention that there have been several instances of negligence in your role as [Employee's Job Title] which have raised concerns about your adherence to company standards and policies.

1. ****Description of Incidents:****

- On [date], you [describe the specific incident(s) that demonstrate negligence].

- [Include any additional incidents or patterns of behavior].

2. ****Impact of Negligence:****

Your actions have resulted in [explain the negative consequences of the negligence, e.g., loss of productivity, financial implications, safety concerns, etc.].

3. ****Company Policy Reference:****

This behavior is in violation of [reference relevant company policy or code of conduct], which states that [briefly state the specific policy violation].

4. ****Expectations Moving Forward:****

We expect you to [outline specific expectations for improvement, e.g., adhere to deadlines, follow protocols, improve communication].

5. ****Consequences of Continued Negligence:****

Please be advised that failure to make the necessary improvements may result in further disciplinary action, which could include [list potential consequences such as suspension or termination].

We encourage you to take this warning seriously and to reflect on the areas that need improvement. A meeting has been scheduled on [date] to discuss this matter further and to provide you with an opportunity to present your perspective.

Please sign and return a copy of this letter as acknowledgment of your receipt and understanding of this warning.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosure: Acknowledgment of Warning Letter]

Acknowledgment of Warning Letter

I, [Employee's Name], acknowledge receipt of this warning letter and understand its contents.

[Employee's Signature]

[Date]