**Warning Letter for Negligence Of Duty Template**

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| [Date]  To  [Employee's Name]  [Employee ID]  [Designation]  Subject: Negligence of duties at the workplace  Hi [Recipient's Name],  This letter serves as a formal warning regarding your ongoing negligence in performing assigned job duties. Your consistent lack of professionalism and commitment has raised significant concerns.  Specifically, the following points highlight the basis for issuing this letter:  Point 1  Point 2  Point 3, and so on.  We expect immediate improvement in these areas to meet the required standards of performance.  Regards  [Your Name and Signature] |