**Warning Letter Format to Employee for Negligence of Duty**

From,

Simon Smith

HR Manager

Zenith Technologies

London

Date: September 24th, 2021

To,

Mr. Andy Jacob

54, Richmond Villas

London

Dear Andy,

It has been noticed that recently your performance levels are not as per the acceptable standards defined by our company. We have come across many complaints from your team leader as well as colleagues that you have been neglecting your duties and responsibilities at work which is severely affecting your performance.

This negligence at work has resulted in a significant fall in your ranking as you have not been able to complete the tasks assigned to you. Many verbal warnings were given to you during this time but despite that there was no progress in your working and attitude.

We avoid taking such decisions but due to all the reasons mentioned above, we are writing this final warning letter to you. Please consider it as a final written warning and start working on improving your performance.

Regards,

Simon Smith

HR Manager

Zenith Technologies