Sample Warning Letter

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| To,  The ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***FPO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  Date: ***dd/mm/yyyy***  Subject: Regarding repetition of negligence (>3 times in a month) towards the assigned responsibility  Dear ***(CRP/CSP’s Name),***  It has been reported that you are constantly committing the negligence towards your duty by not following the policy of the company even after several reminders from the accountant. This month ***\_\_\_ complaints*** have been reported against your irresponsible behaviour which might affect the financial health of the company. All this shows your laxity towards your responsibility with respect to your role. Your such behaviour cannot be tolerated by the company.  Therefore, this letter will serve as the final reminder/warning from Company’s side. If you’ll still repeat the same behaviour, then the problem will be escalated to the management of the company for further action.  I am hopeful that you’ll take cognizance of your behaviour and improve it immediately.  Thanks & Regards,  (Signature with date)  Name |