

NOTICE OF WARNING FOR NEGLECT OF DUTIES

Date of Notice:

Employee Name:

Position/Department:

ID Number (if applicable):

Supervisor/Manager:

Summary of Neglect of Duties:

Describe the specific duties neglected and incidents observed.

Date(s) of Occurrence: e.g., 2024-06-01, 2024-06-05

Expected Duties/Responsibilities:

State the duties that were neglected as per job description.

Previous Warnings (if any):

Provide dates/details of prior warnings or counseling, if applicable.

Corrective Actions Required:

List steps required for improvement and deadlines for compliance.

Consequences of Further Neglect:

State further disciplinary action if no improvement occurs.

Employee Comments:

Employee Signature:

Date:

Supervisor/Manager Signature:

Date:

This **notice of warning form** serves as an official document to address employee neglect of duties, outlining specific concerns and expectations for improvement. It helps maintain workplace accountability and provides a formal record for future reference. Timely use of this form ensures clear communication and supports corrective actions.