To Place:  
The Employee’s Name, Date:

Employee ID,  
Designation,  
Department.

Sub: Notice of Negligence at Work.

Dear Mr./Ms. **[Employee Name],**

You have been found to be very irresponsible in your duties. You do not follow instructions from your concerned authorities and become absent with no intimation.

You are hereby advised to submit a written explanation about this matter. Kindly treat this as a first warning. Strict action will be taken against you if you still continue such behaviour.

We hope such a situation does not arise.

Sincerely,  
HR Manager Name,  
Signature.