

**Date:** [Insert Date]

**To:** [Recipient Name]

**Position:** [Recipient Job Title]

**Department:** [Department Name]

**Subject: Formal Warning regarding Management Oversight and Governance Failures**

Dear [Recipient Name],

This letter serves as a formal warning regarding your performance in relation to management oversight and the implementation of departmental governance protocols. Following a recent review, it has been determined that there have been significant lapses in the supervision of your assigned area of responsibility.

Specifically, the following issues have been identified:

- [Insert specific example of oversight failure, e.g., failure to monitor compliance logs]
- [Insert specific example of governance failure, e.g., breach of internal reporting policies]
- [Insert impact of these failures on the organization]

As a manager, you are responsible for ensuring that all operations within your remit adhere to company policies, legal requirements, and internal controls. The current lack of oversight poses a risk to the company's operational integrity and regulatory standing.

Effective immediately, you are required to take the following corrective actions:

- Submit a revised governance plan for your department by [Insert Date].
- Implement a weekly reporting mechanism to track compliance and performance metrics.
- [Insert additional required action].

Please be advised that your performance in this area will be closely monitored over the next [Number] days. Failure to demonstrate immediate and sustained improvement in your management oversight and governance duties may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning letter and understand the expectations outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_