

Warning Signs Monitoring

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name / Department]

Subject: Monitoring of Warning Signs

Dear [Recipient Name],

We are writing to inform you about the importance of monitoring specific warning signs that could indicate potential issues affecting our operations. The following signs have been identified for your attention:

- Increased absenteeism among staff.
- Declining employee engagement scores.
- Frequent equipment malfunctions.
- Failure to meet performance targets.
- Customer complaints on the rise.

It is crucial that we address these signs promptly in order to maintain a productive and positive environment. We encourage you to keep a close eye on these indicators and report any concerns to your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]