

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Warning for Performance Failure

This letter serves as a formal disciplinary warning regarding your recent performance issues.

Despite several discussions and performance reviews, we have observed the following concerns:

1. [Specific performance issue #1]

2. [Specific performance issue #2]

3. [Specific performance issue #3]

These issues have led to [describe the impact of the performance failure, e.g., missed deadlines, decreased productivity, etc.].

We expect you to take immediate steps to improve your performance. To assist you in this regard, we will implement a Performance Improvement Plan (PIP), which will include:

- [Specific expectations and goals]

- [Timeline for improvement]

- [Resources/support available to the employee]

Please be advised that failure to show significant improvement may result in further disciplinary action, up to and including termination of employment.

We believe in your ability to improve and look forward to seeing your progress. Please acknowledge receipt of this letter by signing below and returning it to HR.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

I acknowledge receipt of this disciplinary warning.

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[Employee's Name]

[Date]