

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Performance Warning for Missed Deadlines

I hope this message finds you well. This letter serves as a formal warning regarding your recent performance, specifically concerning missed deadlines that have impact on our team's overall productivity.

Over the past [specific time frame], there have been several occasions where you have not met the deadlines for [specific projects or tasks]. These delays have resulted in [explain the impact on the team, project, or company].

We value your contributions to the team; however, it is crucial to address this ongoing issue. Please be reminded of the following deadlines and expectations:

- [List specific missed deadlines and their consequences]
- [Expectations moving forward regarding deadlines and performance]

We would like to offer support in helping you improve in this area.

Please let us know if there are any obstacles that you are facing which we may assist you in overcoming.

You are required to meet with your supervisor on [date] to discuss this matter further and outline a plan for improvement. Failure to show progress may lead to further action, including but not limited to reassignment or disciplinary action.

We appreciate your attention to this important matter and look forward to seeing improvements in your performance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]