

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Managerial Warning Letter for Teamwork Issues

Dear [Employee's Name],

I hope this message finds you well.

This letter serves as a formal warning regarding your recent performance related to teamwork within our department. It has come to my attention that there have been several instances where your collaboration with team members has fallen short of our expectations.

Specifically, I would like to highlight the following issues:

1. [Issue 1 - e.g., Failure to communicate effectively with team members on project deadlines].
2. [Issue 2 - e.g., Lack of participation in team meetings, which has impacted overall team productivity].
3. [Issue 3 - e.g., Not responding to messages or feedback from colleagues, leading to misunderstandings].

These behaviors not only affect the morale of your colleagues but also hinder our team's ability to achieve its goals. As we strive for a collaborative work environment, it is essential that all members contribute positively to the dynamics of the team.

We expect you to take immediate corrective action regarding these issues.

Please be advised that continued lack of improvement may result in further disciplinary action, including the possibility of termination.

To support you in this process, I encourage you to discuss any challenges you are facing with me or with a designated HR representative. We are here to help you succeed in your role and contribute effectively to the team.

Please acknowledge receipt of this letter by signing and returning the attached copy.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Enclosure: Copy of Warning Letter]

[Employee Signature Line]

[Date]