

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Failure to Meet Job Expectations

I am writing to formally address some concerns regarding your performance in your role as [Job Title]. It has come to our attention that you have not been meeting the expectations set forth for your position, specifically in the areas of [specific performance issues or metrics]. Despite previous discussions and feedback regarding these issues, we have not seen the necessary improvement. This failure to meet your job expectations affects not only your performance but also the overall productivity of our team.

We expect you to take immediate corrective action to improve your performance. Specifically, we ask that you focus on [specific actions to be taken], and we will provide support through [available resources or assistance]. It is important that you understand the seriousness of this matter, as continued failure to meet expectations may result in further disciplinary action, up to and including termination of employment.

We would like to schedule a meeting to discuss this further and outline a plan for improvement. Please contact me by [specific date] to arrange a convenient time.

We look forward to your prompt attention to this matter and are hopeful for your success moving forward.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Company Name]