

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Job Performance Issues

We are writing to formally address our concerns regarding your job performance in your role as [Employee's Position] at [Company Name]. We have observed several issues that need your immediate attention, including:

1. [Specific Performance Issue #1]

2. [Specific Performance Issue #2]

3. [Specific Performance Issue #3]

Despite previous discussions and feedback regarding these matters, there has been insufficient improvement. We value you as a member of our team, and it is essential for both your success and the success of the company that you understand the importance of meeting performance expectations. Please consider this letter a formal warning. We expect you to take immediate corrective action to address the above issues. We will schedule a meeting on [Date] to discuss your action plan moving forward and how we can support you in this process.

Failure to improve your performance in the outlined areas may result in further disciplinary action, up to and including termination of employment.

We are hopeful that you will take this matter seriously and work towards improving your performance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]