

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Warning for Underperformance

We are writing to formally address concerns regarding your performance in your role as [Employee's Job Title] in the [Department Name]. It has come to our attention that your performance has not met the expectations outlined in your job description and performance goals.

Specifically, we have noted the following areas of underperformance:

1. [Detail specific performance issues, e.g., missed deadlines, quality of work, lack of communication, etc.]
2. [Second performance issue]
3. [Third performance issue]

Despite previous discussions regarding your performance during [mention any previous meetings or reviews], we have yet to see the required improvements. This letter serves as an official warning to emphasize the seriousness of the situation.

To assist you in improving your performance, we have identified the following action plan:

1. [Outline specific steps or support offered]
2. [Provide timeline for review and expected improvements]
3. [Offer resources available for training or support]

Please understand that continued underperformance may lead to further disciplinary action, up to and including termination of your employment. We genuinely hope to work together to help you meet your performance expectations.

We would like to schedule a meeting to discuss this matter further and establish a path forward. Please let us know your availability for a meeting by [specific date].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]