

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Warning Letter

We are writing to formally address concerns regarding your performance in your role as [Employee's Job Title] at [Company Name]. This letter serves as a written warning to notify you of the issues that have been observed and to outline the expectations moving forward.

Over the past [time frame, e.g., "three months"], we have noticed the following performance problems:

1. [Specific issue #1 - e.g., Failure to meet project deadlines]
2. [Specific issue #2 - e.g., Consistently performing below quality standards]
3. [Specific issue #3 - e.g., Lack of communication with team members]

These issues have not only impacted your individual performance but have also affected the team and overall company productivity. As a member of our team, it is crucial that you meet the performance standards outlined in your job description.

Going forward, we expect to see immediate improvement in the above areas. To assist you in this process, [Company Name] is committed to providing you with the necessary support, which may include:

- Regular feedback sessions
- Additional training resources
- Mentorship opportunities

We will schedule a follow-up meeting on [date] to discuss your progress and any additional support you may need. If there is no significant improvement by [specific date], further disciplinary action, up to and including termination of employment, may be considered.

We believe that you have the potential to succeed at [Company Name], and we hope that with our support, you can overcome these challenges.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]