

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

RE: WARNING LETTER FOR SERVICE FAILURE

We are writing to formally notify you of service failures that have been observed in your role as [Employee's Position] at [Company Name]. This letter serves as an official warning regarding these matters.

1. ****Details of Service Failures:****

- [Specific incident 1: Description and date]
- [Specific incident 2: Description and date]
- [Specific incident 3: Description and date]

2. ****Impact of Failures:****

- [Describe how these failures have affected the team, company, or customers.]

3. ****Expectations for Improvement:****

- [Clearly outline what improvements are expected and by when.]

This warning will remain on your record for [duration, e.g., six months], during which we expect to see improvement in your performance. Failure to address these issues may result in further disciplinary actions, up to and including termination of employment.

Please sign and return a copy of this letter to acknowledge your receipt and understanding of its contents.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee's Acknowledgment:

I, [Employee's Name], acknowledge receipt of this warning letter.

[Employee's Signature]

[Date]