

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter

We are writing to formally address concerns regarding your recent workplace performance. On [specific date(s)], it was noted that you have made the following mistakes:

1. [Description of Mistake #1]

2. [Description of Mistake #2]

3. [Description of Mistake #3]

These errors have resulted in [impact of the mistakes on the team, project, or company]. We have previously discussed these issues in meetings on [dates of previous discussions].

As a result, this letter serves as a formal warning. We expect immediate improvement in your work performance. Failure to rectify these issues may lead to further disciplinary action, up to and including termination.

Please arrange a meeting with your supervisor by [deadline] to discuss this matter and your action plan moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Company]