

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Warning Letter

I am writing to formally address issues regarding your job performance in your role as [Employee's Job Title]. This letter serves as a warning concerning specific areas where your performance has not met the expectations outlined in your job description.

Over the past [specific time frame], we have observed the following concerns regarding your performance:

1. [Concern 1: Describe the issue clearly, including specific examples and dates.]
2. [Concern 2: Describe the issue clearly, including specific examples and dates.]
3. [Concern 3: Describe the issue clearly, including specific examples and dates.]

It is crucial to understand that these performance issues can negatively impact the team and the overall goals of the company. I have discussed these matters with you on [dates of previous discussions], and we provided support to help you improve.

As a result of these ongoing performance issues, we are issuing this warning letter as part of our commitment to ensuring high performance within our organization. You are expected to make immediate improvements in the areas mentioned above.

We will schedule a follow-up meeting on [date] to discuss your progress and any additional support you may need. Failure to improve your performance may lead to further disciplinary actions, which could include termination of employment.

Please regard this letter as a serious notification of your performance issues. We believe in your potential and hope to see improvements going forward.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]