

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Warning Letter

This letter serves as a formal warning regarding your performance issues that have been observed over the past [duration]. Despite previous discussions and attempts to provide support, there has been insufficient improvement in the following areas:

1. [Specify performance issue 1]
2. [Specify performance issue 2]
3. [Specify performance issue 3]

We expect our employees to maintain a standard of performance that contributes positively to the team and the company. Please be aware that continued performance issues may lead to further disciplinary actions, which could include termination of employment.

We encourage you to take this matter seriously and will provide assistance to help you improve. A follow-up meeting has been scheduled for [date and time] to discuss your action plan moving forward.

Please sign below to acknowledge receipt of this warning letter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

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[Employee's Signature]

[Date]