

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

Dear [Employee's Name],

Subject: Professional Warning Notice

I am writing to formally address specific errors in your work that have been noted in recent evaluations. It is important to highlight our commitment to maintaining high standards in all aspects of our operations, and I am concerned about the following issues:

1. [Error Description 1: Briefly describe the mistake or issue.]
2. [Error Description 2: Briefly describe another mistake or issue, if applicable.]
3. [Error Description 3: Any additional mistakes or patterns of behavior, if necessary.]

These errors have led to [explain any consequences of the errors, such as project delays, client dissatisfaction, loss of revenue, etc.]. We believe it is crucial for your continued growth and success within the organization to address these areas effectively.

Moving forward, I expect to see considerable improvement in your performance. We encourage you to take the following steps:

- [Action Step 1: Describe specific actions to be taken by the employee to rectify the situation.]
- [Action Step 2: Any additional steps for improvement or resources available to assist the employee.]

Please understand that further instances of such errors could result in more severe disciplinary action, up to and including termination of employment.

I would like to invite you to meet with me to discuss this matter further and outline a plan for improvement. Please contact me by [date] to arrange a meeting at your earliest convenience.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]