

****Warning Letter Outline for Employee Mistakes****

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

****Subject: Warning Letter for Performance Issues****

1. **Introduction**

- State the purpose of the letter.
- Reference any previous discussions or warnings related to the issue.

2. **Description of the Mistake**

- Clearly detail the specific mistakes made by the employee.
- Include dates, instances, and any relevant documentation.

3. **Impact of the Mistake**

- Explain how the mistakes have affected the team, project, or company.
- Mention any potential consequences, including financial or reputational damage.

4. **Expected Standards**

- Outline the company's expectations regarding performance and conduct.
- Reference any relevant policies or performance metrics.

5. **Required Action**

- Specify what the employee needs to do to rectify the situation.
- Provide a timeline for improvement and any support available.

6. **Consequences of Continued Issues**

- Outline the consequences if performance does not improve.
- Mention the potential for further disciplinary action, up to termination.

7. **Closing**

- Express confidence in the employee's ability to improve.
- Encourage them to discuss any concerns or ask for help if needed.

Sincerely,

[Your Name]

[Your Position]

[Your Company]