

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Warning Letter for Performance Issues

I am writing to formally address some concerns regarding your performance in your role as [Employee's Job Title].

On [specific dates], it has been noted that you [describe the errors or incidents in detail, including specific examples]. This behavior has led to [explain the consequences of these actions, such as impact on team performance, deadlines, etc.].

As stated in our company policy, it is crucial that all employees adhere to the expected standards of performance and conduct. We believe that you have the ability to improve in these areas, and we want to support you in that process.

We encourage you to take this warning seriously and implement corrective actions. We will have a follow-up meeting on [date] to discuss your progress and any additional support you may need.

Failure to demonstrate improvement may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing below.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

I, [Employee's Name], acknowledge receipt of this warning letter.

Signature: _____ Date: _____