

Warning due to poor performance

Subject: Performance Warning

Dear [Employee Name],

We are concerned about your recent performance levels, which have not met the standards expected for your role. Specifically, [list areas of concern]. Despite previous discussions and feedback, little progress has been made.

This is a formal warning. Improvement is necessary and must be demonstrated within the next [timeframe]. Failure to improve may result in further disciplinary action, up to and including termination.

We encourage you to take advantage of any available resources, such as training or mentoring, to help you succeed.

Sincerely,

[Manager's Name]

[Title]

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