## **Professional Email Warning Letter**

Subject: Performance and Conduct Warning

Dear Sarah,

I am writing to address concerns about your recent performance and adherence to deadlines. While your contributions are valued, repeated delays are affecting team productivity.

Please treat this as a formal warning to improve performance immediately. We are available to discuss support or adjustments that may help meet expectations.

Best regards,

[Your Name]

[Position]

[Company Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/disciplinary-warning-letter">https://www.lettersandtemplates.com/letters/disciplinary-warning-letter</a>