

First Warning Letter for Poor Work Quality

Subject: First Warning Concerning Work Quality

Dear [Employee Name],

This letter serves as a first warning regarding the quality of your work. Specifically, your recent projects on [list projects or tasks] have not met the required standards.

You are expected to improve your performance immediately. Your supervisor will provide guidance and support to help you meet expected standards. Continued substandard work may result in a final warning.

Sincerely,

[Your Name]

[Position]

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