

Formal First Warning Letter

Subject: First Warning Regarding Performance/Conduct

Dear [Employee Name],

This letter serves as a formal first warning concerning your recent performance/conduct in your role as [Position]. Specific areas of concern include [list specific issues].

We expect immediate improvement in these areas. Please consider this letter as an official notice.

Continued unsatisfactory performance/conduct may result in further disciplinary action, including potential termination.

Kindly acknowledge receipt of this letter and take the necessary corrective actions.

Sincerely,

[Manager Name]

[Designation]

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