

Serious First Warning Letter

Subject: Important First Warning Notice

Dear [Employee Name],

After reviewing your recent performance and conduct, it has been observed that you have not met the expected standards in [specific areas]. This is your first formal warning.

You are expected to improve immediately and maintain performance/conduct according to company standards. A follow-up review will take place on [date] to assess progress. Failure to improve may lead to further disciplinary measures.

Sincerely,

[Manager Name]

[Designation]

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