

Provisional First Warning Letter

Subject: Provisional First Warning

Dear [Employee Name],

This letter serves as a provisional first warning regarding issues observed in your recent performance/conduct. We have noticed [specific issues] and expect improvement within [time frame].

Please provide a plan outlining steps you will take to rectify these concerns. Support is available to assist you in achieving the expected standards.

Sincerely,

[Manager Name]

[Designation]

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