Heartfelt First Warning Letter

Dear [Employee Name],

We value your contribution to the team, but we have noticed areas where your performance/conduct has fallen below expectations. This letter is your first formal warning.

We are confident that with support and effort, you can improve. Please treat this as an opportunity to address these issues and enhance your professional development.

Sincerely,

[Manager Name]

Get more templates here: https://www.lettersandtemplates.com/letters/first-warning-letter