

Formal Written Warning for Repeated Poor Performance

Subject: Written Warning – Continued Unsatisfactory Performance

Dear [Employee Name],

Despite previous feedback and support, your performance in [specific areas] continues to fall below expectations. This constitutes a formal written warning.

You are required to implement corrective measures immediately. Further failure may result in disciplinary action, including termination.

Sincerely,

[Manager Name]

[Title]

[Organization]

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