

Serious Email Warning for Underperformance

Subject: Underperformance Notice

Hi [Employee Name],

We have observed ongoing performance issues in [specific areas]. Immediate improvement is required to meet role expectations.

Please respond with a plan to address these issues within [time frame]. Continued underperformance may lead to formal disciplinary action.

Regards,

[Manager Name]

[Title]

[Organization]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-reprimand-letter-for-poor-performance>