

# Warning Letter For Poor Or Unsatisfactory Performance

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Position]

[Department/Team Name]

[Company Address]

[City, State, Zip Code]

Subject: Warning Letter for Poor or Unsatisfactory Performance

Dear [Employee's Name],

I hope this letter finds you well. We are writing to address a matter of concern regarding your performance at [Company Name]. As an essential member of our team, it is vital for us to maintain high standards of productivity and quality. However, it has come to our attention that your recent performance has been consistently falling short of expectations.

Specifically, the following areas have been identified as areas of concern:

1. [Specify the first area of poor performance, e.g., meeting deadlines]
2. [Specify the second area of poor performance, e.g., lack of attention to detail]
3. [Specify the third area of poor performance, e.g., communication issues]

We believe in providing ample support and opportunities for improvement to our employees. To that end, we have taken the following steps to help you succeed:

1. Regular performance feedback and coaching
2. Additional training and resources as needed

### 3. Setting clear performance expectations and objectives

Despite our efforts to assist you, we have not witnessed the desired improvement in your performance. It is essential for you to understand that your role at [Company Name] requires consistent and satisfactory performance.

Therefore, this letter serves as an official written warning regarding your poor or unsatisfactory performance. You are expected to take immediate and sustained action to address the identified concerns and bring your performance up to the required standards.

To assist you further, we have scheduled a meeting on [Date and Time] with your immediate supervisor or manager. During this meeting, you will have the opportunity to discuss your challenges, ask questions, and receive guidance on how to improve your performance.

Failure to make significant progress and show improvements within the specified period may result in further disciplinary action, up to and including termination of employment.

We strongly encourage you to take this warning seriously and proactively work towards enhancing your performance. Remember that your success is essential to the success of the entire team and the company.

Please sign the acknowledgment below to confirm that you have received this warning letter. If you wish to provide any comments or additional information, you may do so in the space provided.

Acknowledgment:

I, [Employee's Name], acknowledge receipt of this warning letter and understand the areas of my performance that require improvement. I commit to addressing these concerns and working diligently to improve my performance.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Representative (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

This letter is a serious step towards rectifying the performance concerns, and we sincerely hope to see significant improvements in your work. If you have any questions or need further support, do not hesitate to reach out to your supervisor or the HR department.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]