

Formal Warning Letter for Unsatisfactory Performance

Subject: Warning Regarding Unsatisfactory Performance

Dear [Employee Name],

This letter serves as a formal warning regarding your recent unsatisfactory performance in your role as [Position]. Despite previous discussions and performance reviews, we have observed continued lapses in meeting the expected standards of your responsibilities, particularly in [specific areas].

We request immediate improvement and adherence to the performance expectations outlined in your job description. Failure to show satisfactory progress within [time frame, e.g., 30 days] may result in further disciplinary action, including possible termination.

Please consider this letter as a serious notice and take necessary steps to improve your performance.

Sincerely,

[Manager Name]

[Designation]

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