Casual Warning Email for Poor Performance

Hi [Employee Name],

I wanted to reach out regarding your recent performance in [specific tasks or projects]. We've noticed some areas where expectations aren't being met.

Please take this as a prompt to review your work and make necessary improvements. Let's schedule a quick discussion to identify challenges and find ways to support you.

Thanks,

[Manager Name]

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https://www.lettersandtemplates.com/letters/warning-letter-for-poor-or-unsatisfactory-performance