

Serious Performance Warning Letter

Subject: Immediate Attention Required – Performance Concerns

Dear [Employee Name],

Following our recent evaluations, it has been noted that your performance continues to fall below the required standards for your position. Key areas of concern include [specific examples].

You are required to develop an action plan to address these deficiencies and demonstrate measurable improvement within [time frame]. Continued underperformance may result in further disciplinary action, including termination.

We hope you take this matter seriously and act promptly.

Sincerely,

[Manager Name]

[Designation]

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