

Warning Letter To Employee

[Your Name]

[Your Job Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Job Title/Position]

[Department Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Formal Warning Letter

Dear [Employee's Name],

I hope this letter finds you well. I am writing to address a serious matter that requires your immediate attention. It has come to our notice that your recent behavior and performance at work have not met the expectations and standards set by our company. This letter serves as an official warning to inform you that your conduct needs to be rectified to avoid further consequences.

The following issues have been observed, which have led to this warning:

1. **Poor Performance:** Your work output has consistently fallen below the required standards. We have noticed a decline in the quality and quantity of your work, which has affected the overall team's productivity and the company's success.
2. **Attendance and Punctuality:** There have been multiple instances of unexplained absences and tardiness, which disrupts the workflow and causes inconvenience to your colleagues and the management.

3. **Lack of Professionalism:** Your behavior in the workplace has not been in line with the company's code of conduct. This includes but is not limited to inappropriate language, unprofessional interactions with colleagues, and a lack of respect for superiors.

As an employee of our company, we expect you to demonstrate professionalism, dedication, and a commitment to excellence. We understand that everyone goes through challenging times, and we are willing to support you in addressing any personal or professional difficulties you may be facing. In light of the above concerns, we urge you to take the necessary steps to improve your performance and conduct. We expect to see significant progress within [a specific time frame, e.g., 30 days] from the date of this letter.

To assist you in achieving improvement, we recommend the following:

1. **Performance Improvement Plan:** You will be placed on a formal Performance Improvement Plan (PIP). This plan will outline clear performance objectives and the support provided to help you reach them.
2. **Attendance and Punctuality:** Strict adherence to the company's attendance and punctuality policies is mandatory. If you encounter any unforeseen circumstances affecting your attendance, you must promptly inform your supervisor.
3. **Professional Development:** Consider participating in relevant training or workshops to enhance your skills and knowledge in areas that require improvement.

Please note that failure to meet the outlined expectations or any further breaches of company policies may lead to additional disciplinary actions, up to and including termination of employment.

We hope that you will take this warning seriously and work towards making the necessary improvements. Remember that your success is crucial to both your personal growth and the company's prosperity.

If you have any questions or require clarification on any aspect of this warning, do not hesitate to discuss it with your supervisor or the Human Resources department.

We trust in your ability to make the necessary changes and look forward to seeing positive

developments in your performance and conduct.

Sincerely,

[Your Name]

[Your Job Title/Position]

[Company Name]