

Formal Warning Letter

Subject: Official Warning Regarding Performance

Dear [Employee Name],

This letter serves as a formal warning regarding your recent performance and conduct issues observed in your role as [Job Title]. Specific areas of concern include [List Specific Issues, e.g., repeated tardiness, missed deadlines, unprofessional behavior].

We expect immediate improvement in these areas. Failure to demonstrate significant progress may lead to further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning and take corrective action accordingly.

Sincerely,

[Supervisor Name]

[Title]

[Company Name]

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