

Performance Warning Letter

Subject: Performance Warning

Dear [Employee Name],

Your performance in [specific project or task] has fallen below expectations. Specific concerns include [list issues, e.g., missed deadlines, low quality work, insufficient collaboration].

You are required to submit a written plan outlining how you will improve. Failure to show progress may result in further disciplinary action.

Sincerely,

[Supervisor Name]

[Title]

[Company Name]

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