

Warning Letter Template

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Department]

[Recipient's Company/Organization]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Subject: Warning Letter

Dear [Recipient's Name],

I am writing to bring to your attention a matter that requires your immediate attention. It has come to our notice that there have been certain concerns regarding your performance and conduct in your role as [Recipient's Title/Position] at [Your Company/Organization]. We take these matters seriously as they can significantly impact the overall functioning of our organization and our ability to provide the best service to our clients.

[Specify the nature of the concerns, such as poor performance, repeated violations of company policies, inappropriate behavior, etc. Provide specific examples and details to illustrate the issues.]

As a valued member of our team, we believe in providing every opportunity for improvement.

However, it is crucial that these concerns are addressed promptly and effectively. In light of this, we would like to highlight the following points:

1. ****Clear Expectations:**** We expect all employees to adhere to our company's policies and standards of conduct. It is important to familiarize yourself with these guidelines and make a

conscious effort to uphold them.

2. **Performance Improvement:** We recognize that performance-related issues may arise due to various reasons. We encourage you to seek assistance, if needed, and to work closely with your supervisor to develop a plan for improvement.

3. **Communication:** Open and honest communication is vital. If you are facing challenges that affect your work, please inform your supervisor so that appropriate support can be provided.

4. **Corrective Action:** Failure to address the aforementioned concerns could result in further disciplinary actions, which may include additional warnings, suspension, or even termination of employment.

We believe in your potential and your ability to overcome these challenges. We want to see you succeed and contribute positively to the growth of our organization. To support your progress, we have scheduled a meeting with you on [Date and Time] to discuss the concerns raised in this letter and to collaboratively outline a plan for improvement.

Please treat this matter with the utmost seriousness and attend the scheduled meeting punctually. If you have any concerns or questions before the meeting, feel free to reach out to [Your Contact Information].

We genuinely hope that this letter serves as a turning point in your journey with [Your Company/Organization]. We are committed to working together to help you achieve your full potential and make a positive impact within our organization.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Your Contact Information]