

Formal warning for underperformance

Subject: Warning Regarding Performance

Dear [Employee Name],

This letter serves as a formal warning regarding your recent performance in your role as [Position] at [Company Name]. Despite previous discussions and feedback sessions, your performance continues to fall below the expected standards.

You are required to improve in the following areas: [List specific areas of concern]. Failure to demonstrate improvement within [Time Period] may result in further disciplinary action, up to and including termination of employment.

Please treat this matter seriously and take immediate action to address these concerns.

Sincerely,

[Your Name]

[Position]

[Company Name]

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