

Empathetic warning letter

Subject: Important Warning Regarding Work Behavior

Dear [Employee Name],

We value your contribution to [Company Name] and hope to see you succeed in your role. However, we have noticed some concerning behavior/performance issues that need immediate attention: [List issues].

This warning is given to help you improve and continue your career positively with us. Please take it seriously and work on the areas highlighted.

We are confident in your ability to correct these issues.

Warm regards,

[Your Name]

[Position]

[Company Name]

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