

[Date]

[Employee Name]

[Job Title]

[Department]

**Subject: Notice of Formal Warning and Potential Consequences**

Dear [Employee Name],

This letter serves as a formal follow-up to our meeting on [Date] regarding your [conduct/performance]. Despite previous [discussions/warnings] held on [Date of previous meeting], there has been an insufficient improvement in your [behavior/output].

Specifically, the following issues remain unresolved:

- [Description of specific issue 1]
- [Description of specific issue 2]

Effective immediately, you are expected to meet the following requirements:

- [Required action or standard 1]
- [Required action or standard 2]

Please be advised that your performance and conduct will be closely monitored over the next [Number] days. Failure to show immediate and sustained improvement, or any further instances of [specific misconduct], will result in further disciplinary action.

**Consequences of continued non-compliance may include, but are not limited to:**

- Final written warning
- Suspension without pay
- Demotion or transfer
- Termination of employment

We remain committed to supporting your improvement; however, the responsibility to meet company standards rests with you. If you have any questions regarding these expectations, please contact me immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment of Receipt:**

I acknowledge that I have received this letter and understand the potential consequences should I fail to improve my performance or conduct.

\_\_\_\_\_  
[Employee Signature]

Date: \_\_\_\_\_