

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: First Written Warning for Poor Work Performance

Dear [Employee Name],

This letter serves as a formal written warning regarding your work performance. We have previously discussed these concerns on [Date of verbal warning], but the required improvements have not been met.

Performance Concerns:

[Insert specific details regarding missed deadlines, errors, or failed KPIs]

Required Improvements:

To meet the expectations of your role, you must achieve the following:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Support and Timeline:

We will monitor your performance over the next [Number] days. During this period, we will provide [Mention training or resources]. A follow-up meeting is scheduled for [Date] to review your progress.

Please be advised that failure to improve your performance to a satisfactory level may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

Signature: _____ Date: _____