

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Official Warning for Failure to Meet Performance Expectations

Dear [Employee Name],

This letter serves as an official warning regarding your job performance. We have previously discussed your performance on [Date of Previous Meeting(s)], yet the required improvements have not been met.

Specifically, you have failed to meet expectations in the following areas:

- [Description of specific performance issue 1]
- [Description of specific performance issue 2]
- [Description of specific performance issue 3]

Effective immediately, you are expected to achieve the following performance goals:

- [Goal/Target 1]
- [Goal/Target 2]
- [Goal/Target 3]

We will monitor your performance closely over the next [Number] days. We will meet again on [Date of Follow-up] to review your progress. Failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations outlined above.

Sincerely,

[Manager Signature]

Employee Acknowledgment:

[Employee Signature]

Date: _____