

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Formal Warning for Performance Improvement (Low Productivity)

Dear [Employee Name],

This letter serves as a formal warning regarding your recent job performance. Over the past [Insert Time Period], we have observed that your productivity levels have fallen below the expectations required for your role as [Insert Job Title].

Specifically, we have identified the following areas of concern:

- [Insert specific example, e.g., Failure to meet monthly sales targets]
- [Insert specific example, e.g., Significant backlog in processing daily reports]
- [Insert specific example, e.g., Failure to meet project deadlines on X and Y]

Despite previous informal discussions regarding these issues on [Insert Date(s) of informal chats], there has not been a sufficient or sustained improvement in your output.

### **Performance Improvement Plan (PIP)**

To assist you in meeting the required standards, you are being placed on a Performance Improvement Plan effective immediately. This plan will last for [Insert Number, e.g., 30/60/90] days. During this period, we expect to see the following improvements:

- [Insert Objective 1, e.g., Increase output by 20%]
- [Insert Objective 2, e.g., Complete all assigned tasks within the 24-hour turnaround time]
- [Insert Objective 3, e.g., Provide weekly status updates every Friday]

We will meet on a [Weekly/Bi-weekly] basis to review your progress. Your first review meeting is scheduled for [Insert Date].

### **Consequences**

Please be advised that failure to achieve and maintain the required productivity standards during and after this period may result in further disciplinary action, up to and including termination of your employment.

We are committed to helping you succeed. If you require additional training or resources, please let us know immediately. Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

[Signature of Manager/HR Representative]

[Printed Name]

[Title]

**Employee Acknowledgment:**

I acknowledge that I have received this warning and have discussed the Performance Improvement Plan with my manager.

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

\_\_\_\_\_  
[Date]