

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notice of Warning Letter for Inadequate Job Performance

Dear [Employee Name],

This letter serves as a formal warning regarding your job performance. We have noted that your current performance levels have not met the expectations required for your role as [Job Title].

Areas of Concern:

[List specific tasks, missed deadlines, or quality issues here]

Previous Discussions:

This matter was previously discussed with you on [Date of previous meeting], but we have not seen the necessary improvements.

Action Plan and Expectations:

To improve your performance, you are expected to:

- [Specific Improvement 1]
- [Specific Improvement 2]
- [Specific Improvement 3]

Timeline:

We will monitor your progress over the next [Number] days. A follow-up meeting will be held on [Date] to review your performance. Failure to demonstrate significant 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 contents.

Sincerely,

[Manager Signature]

[Manager Name]

Employee Acknowledgment:

Signature: _____ Date: _____