

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Job Title]

Subject: Written Warning for Failure to Achieve Targets

Dear [Employee Name],

This letter serves as a formal written warning regarding your performance. Specifically, you have failed to achieve the performance targets set for your role during the period of [Insert Start Date] to [Insert End Date].

Performance Shortfall:

During the specified period, your required target was [Insert Target Details]. However, your actual achievement was [Insert Actual Result]. This represents a gap of [Insert Difference].

Previous Discussions:

This matter was previously discussed with you on [Insert Date of Verbal Warning/Meeting]. Despite these discussions and the support provided, we have not seen the necessary improvement in your output.

Required Improvement:

You are required to meet the following objectives immediately:

1. [Insert Specific Target 1]
2. [Insert Specific Target 2]
3. [Insert Specific Target 3]

Review Period:

Your performance will be closely monitored over the next [Number] days. A follow-up meeting is scheduled for [Date] to review your progress.

Consequences:

Please be advised that failure to meet and maintain the required targets may lead to further disciplinary action, up to and including termination of employment.

Please sign a copy of this letter to acknowledge that you have received and understood its contents.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____