

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Formal Warning Regarding Unmet Key Performance Indicators (KPIs)

Dear [Employee Name],

This letter serves as a formal warning regarding your performance. Specifically, you have failed to meet the Key Performance Indicators (KPIs) required for your role during the period of [Insert Time Period].

As discussed in our previous meetings on [Insert Dates of Previous Discussions], the following targets were not achieved:

- **KPI 1:** [Description of KPI] - Actual Result: [Insert Result] (Target: [Insert Target])
- **KPI 2:** [Description of KPI] - Actual Result: [Insert Result] (Target: [Insert Target])
- **KPI 3:** [Description of KPI] - Actual Result: [Insert Result] (Target: [Insert Target])

Despite previous feedback and support, your current performance level remains below the standards expected by [Company Name]. Failure to meet these objectives impacts the overall productivity of the department.

Performance Improvement Plan:

You are required to improve your performance immediately. We will monitor your progress over the next [Insert Number, e.g., 30/60/90] days. During this time, the following actions are expected:

- [Insert Specific Action Item 1]
- [Insert Specific Action Item 2]

Failure to demonstrate significant and sustained improvement in meeting your KPIs may result in further disciplinary action, up to and including termination of employment.

We are committed to supporting you in reaching these goals. Please contact [Manager Name/HR] if you require further clarification or additional resources.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

Acknowledgment of Receipt:

I acknowledge that I have received this formal warning and understand the expectations outlined above.

Employee Signature: _____ Date: _____