Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Warning for Failure to Meet Performance Goals

Dear [Employee Name],

This letter serves as a formal warning regarding your job performance. As discussed in our previous meetings on [Date(s) of previous discussions], you have failed to meet the specific performance goals set for your role.

Specifically, you have not achieved the following objectives:

- [Goal 1]: [Details of shortfall]
- [Goal 2]: [Details of shortfall]
- [Goal 3]: [Details of shortfall]

Failure to meet these targets affects the overall productivity of the team. To support your improvement, we are implementing the following expectations immediately:

- [Required Action/Improvement 1]
- [Required Action/Improvement 2]
- [Required Action/Improvement 3]

Your performance will be monitored closely over the next [Number] days. We will meet on [Date of Follow-up] to review your progress. Please be advised that failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

If you have any questions regarding these expectations or require additional tools to succeed, please let me know immediately.

Sincerely,

[Manager Signature]

[Manager Name]
[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my manager.

Signature: _____ Date: _____