Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: First Written Warning for Substandard Quality of Work

Dear [Employee Name],

This letter serves as a formal written warning regarding the quality of your work performance. We have previously discussed these concerns during our meeting on [Date of informal meeting], yet the required improvements have not been consistently met.

Description of Performance Issues:

- [Detail specific error or task that was below standard]
- [Detail specific error or task that was below standard]
- [Mention any missed deadlines or accuracy issues]

Impact of Performance:

[Describe how this affects the team, department, or company goals].

Required Improvements:

- [Specify the standard to be achieved]
- [Detail specific training or steps to be taken]
- [Set a timeline for review, e.g., the next 30 days]

Please be advised that failure to improve your work quality to a satisfactory level may result in further disciplinary action, up to and including termination of employment.

We are committed to helping you succeed in this role. If you have any questions or require additional support, please let me know immediately.

Sincerely,

[Manager Signature]

[Manager Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____