Date: [Insert Date]

To: [Employee Name]
Job Title: [Employee Title]
Department: [Department Name]

Subject: Official Warning for Failure to Meet Quality Standards

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to meet the quality standards required for your position. We have observed consistently high error rates and deviations from established protocols in your recent work assignments.

Specific Issues Identified:

- [Insert specific example of quality failure 1]
- [Insert specific example of quality failure 2]
- [Insert date(s) of previous informal discussions regarding this issue]

Required Improvements:

You are expected to reach the following performance benchmarks immediately:

- [Insert specific goal, e.g., "Reduce error rate to below 2%"]
- [Insert specific goal, e.g., "Complete all quality checklists before submission"]

Timeline and Next Steps:

We will monitor your performance over the next [Number] days. We will meet on [Insert Date] to review your progress. 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 and understood this warning.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

_____
[Employee Signature]

[Date]