Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name/Title]

Subject: Formal Disciplinary Action: Inadequate Job Performance

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your job performance. We have identified specific areas where your work does not meet the requirements of your role as [Employee Job Title].

Issues Identified:

- [Describe specific performance issue or missed goal]
- [Describe specific performance issue or missed goal]

Previous Discussions:

This matter was previously discussed with you on [Date of previous meeting]. Despite these discussions, the required improvements have not been sustained.

Performance Expectations:

Effective immediately, you are expected to:

- [List specific improvement or metric to be met]
- [List specific improvement or metric to be met]

Next Steps:

We will monitor your performance closely over the next [Number] days. Failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

[Signature]

[Printed Name of Supervisor]

Employee Acknowledgment:

Signature: _____ Date: _____