Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Insert Job Title]

Subject: Performance Warning Letter for Defective Workmanship

Dear [Employee Name],

This letter serves as a formal warning regarding the quality of your work. It has been observed that your recent performance has not met the required standards due to defective workmanship.

Details of Performance Issues:

- **Date(s) of occurrence:** [Insert Date(s)]
- **Description of defect:** [Provide specific details of the error or poor quality work]
- **Impact:** [Describe how this affected the project, client, or company costs]

Previous Discussions:
This matter was previously discussed with you on [Insert Date of verbal warning/informal meeting]. However, despite those discussions, the required improvement has not been maintained.

Required Improvements:
You are expected to take immediate action to correct these issues. Specifically, you must:

- [Insert specific improvement action 1]
- [Insert specific improvement action 2]
- Adhere to all standard operating procedures and quality checklists.

Timeline and Monitoring:
Your performance will be closely monitored over the next [Number] days. We will meet again on [Insert Date] to review your progress.

Consequences:
Failure to show immediate and sustained improvement in the quality of your workmanship may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____