Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: Formal Warning: Substandard Task Deliverables

Dear [Employee Name],

This letter serves as a formal warning regarding your performance during your probationary period. Specifically, this warning pertains to the quality and timeliness of your task deliverables.

On [Date of Meeting], we discussed the following areas where your work has not met the required standards:

- [Describe specific task or project]
- [Describe specific issue: e.g., errors, missed deadlines, or incomplete work]

As an employee on probation, it is essential that you demonstrate the ability to meet the expectations of your role. To address these concerns, you are expected to take the following actions immediately:

- [Action item 1: e.g., Complete all assigned tasks by the established deadline]
- [Action item 2: e.g., Conduct a thorough self-review of all work for accuracy before submission]
- [Action item 3: e.g., Attend additional training sessions on [Topic]]

We will monitor your performance closely over the next [Number] days. A follow-up review will be held on [Date] to evaluate your progress.

Please be advised that failure to show immediate and sustained improvement in your deliverables may lead to further disciplinary action, up to and including the termination of your employment.

Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____