Date: [Insert Date]

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

Subject: Formal Warning for Deficient Project Quality

Dear [Employee Name],

This letter serves as a formal warning regarding the quality of your work on the [Project Name] project. After reviewing your recent deliverables, management has determined that your performance has fallen below the required standards of the company.

Specifically, the following deficiencies have been identified:

- [Description of specific error or quality issue 1]
- [Description of specific error or quality issue 2]
- [Description of failure to meet project specifications or industry standards]

These quality issues have resulted in [mention impact, e.g., project delays, increased costs, or client dissatisfaction]. As discussed in our meeting on [Date], it is critical that your output aligns with our quality control protocols and project requirements.

Effective immediately, you are expected to take the following corrective actions:

- [Corrective action 1, e.g., undergo additional training]
- [Corrective action 2, e.g., implement a peer-review process]
- [Corrective action 3, e.g., meet weekly with the project lead for review]

Your performance will be closely monitored over the next [Number] days. Failure to show immediate and sustained improvement in the quality of your project work 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 Signature

_____

Date