

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** First Written Warning for Poor Work Performance

Dear [Employee Name],

This letter serves as a formal written warning regarding your work performance. We have previously discussed these concerns on [Date of Previous Meeting], but we have not seen the necessary improvements.

Specifically, your performance is currently unsatisfactory in the following areas:

- [Detail specific performance issue 1]
- [Detail specific performance issue 2]

To meet the requirements of your role, you are expected to achieve the following objectives by [Date]:

- [Specific goal/standard to be met]
- [Specific goal/standard to be met]

We will monitor your progress closely over the next [Number] days. We are committed to supporting you and suggest the following resources: [Insert training or support details].

Please be advised that failure to improve your performance to a satisfactory level may lead to further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your personnel file.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand its contents.

\_\_\_\_\_  
[Employee Signature]

Date: \_\_\_\_\_