Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Initial Warning Letter for Poor Performance

Dear [Employee Name],

This letter serves as a formal initial warning regarding your performance in your role as [Job Title]. We are committed to your success; however, recent evaluations show that your performance has fallen below the expected standards for your position.

Specifically, the following areas require immediate improvement:

- [Specific Issue 1: e.g., Failure to meet monthly sales targets]
- [Specific Issue 2: e.g., Accuracy of financial reports]
- [Specific Issue 3: e.g., Completion of tasks within deadlines]

We have previously discussed these concerns on [Date of informal meeting], but we have not seen the necessary sustained improvement. To help you succeed, we are implementing the following Performance Improvement Plan (PIP):

- [Goal/Expectation 1]
- [Goal/Expectation 2]
- [Support/Training to be provided]

Your performance will be monitored closely over the next [Number, e.g., 30/60/90] days. We will meet on a weekly basis to discuss your progress. Please understand that failure to show significant and sustained improvement 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 that we have discussed its contents.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the performance expectations required of me.

Signature: _____ Date: _____