Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Written Warning for Substandard Work Performance

Dear [Employee Name],

This letter serves as a formal written warning regarding your work performance. We have noted that your output has consistently fallen below the expected standards required for your position.

Details of Substandard Performance:

- [Description of specific task or project that was unsatisfactory]
- [Explanation of how it failed to meet expectations, e.g., errors, missed deadlines]
- [Reference to previous verbal discussions or informal warnings provided on Date]

Required Improvements:

Effective immediately, you are expected to:

- [Specific action item 1]
- [Specific action item 2]
- [Specific action item 3]

Timeline and Support:

We will monitor your performance over the next [Number] days. During this period, [Name of Supervisor] will meet with you weekly to provide feedback. If you require additional training or resources, please notify us immediately.

Consequences:

Failure to show immediate and sustained improvement in your work performance may result in 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 Signature]

[Manager Name]

Employee Acknowledgment:

Signature: _____ Date: _____