

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Subject: First Formal Warning for Performance - Failure to Achieve KPI Targets

Dear [Employee Name],

This letter serves as a formal warning regarding your job performance. Specifically, you have failed to achieve the Key Performance Indicators (KPIs) required for your role.

As discussed during our meeting on [Date of Meeting], your performance was reviewed against the following targets:

- [List KPI 1 and actual result vs target]
- [List KPI 2 and actual result vs target]
- [List KPI 3 and actual result vs target]

Despite previous informal discussions and support provided on [Dates of previous informal meetings], your performance remains below the expected standards. This formal warning is issued to emphasize the seriousness of the situation.

Improvement Plan:

You are now required to meet the following objectives over the next [Number] days (Performance Review Period):

- [Specific target/action to be achieved]
- [Specific target/action to be achieved]

We will meet weekly to review your progress. Please be advised that failure to demonstrate significant and sustained improvement in meeting your KPIs may result in further disciplinary action, up to and including termination of employment.

We are committed to helping you succeed. If there are any tools or additional training you require to meet these targets, please notify me immediately.

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

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____