

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: Formal Warning: Failure to Meet Quality Assurance (QA) Targets

Dear [Employee Name],

This letter serves as a formal warning regarding your performance during your probationary period. As discussed in our meeting on [Date], your current Quality Assurance (QA) scores have consistently fallen below the required company standard.

Performance Concerns:

- Current QA Average: [Insert Percentage]%
- Required QA Target: [Insert Percentage]%
- Specific Areas for Improvement: [List specific errors or metrics]

Expectations:

Effective immediately, you are required to meet the minimum QA target of [Insert Percentage]% on all evaluations. To support your improvement, the following steps will be taken:

- [Insert Training/Shadowing Details]
- [Insert Frequency of Performance Reviews]

Consequences:

Please be advised that meeting these quality standards is a condition of your continued employment. Failure to show immediate and sustained improvement may result in the extension of your probationary period or termination of your employment.

We are committed to helping you succeed in this role. Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

[Manager Name]
[Title]

Employee Acknowledgment:

Signature: _____ Date: _____