

Date: [Insert Date]

To: [Executive Name]

Position: [Job Title]

Department: [Department Name]

Subject: Performance Warning: Failure to Deliver Departmental Targets

Dear [Executive Name],

This letter serves as a formal warning regarding your performance in your role as [Job Title]. Specifically, this notice pertains to the consistent failure to meet the departmental targets and key performance indicators (KPIs) established for the period of [Insert Timeframe].

Despite previous discussions regarding expectations, the following objectives have not been met:

- [Target 1: Description of shortfall]
- [Target 2: Description of shortfall]
- [Target 3: Description of shortfall]

The failure to achieve these results has a direct impact on the organization's strategic goals and overall operational efficiency. As an executive, you are responsible for the leadership and output of your department; current results do not align with the standards required for this position.

Required Actions:

You are required to submit a comprehensive Performance Improvement Plan (PIP) by [Date] outlining how you intend to rectify these shortfalls. This plan must include specific milestones, resource requirements, and a timeline for recovery.

Please be advised that failure to show immediate and sustained improvement in meeting departmental targets may lead to further disciplinary action, up to and including termination of employment.

We remain committed to providing the necessary support to help you succeed in this role. We will meet on [Date] to review your proposed recovery plan.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this warning and understand the expectations outlined above.

[Executive Signature]