

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: First Written Warning for Substandard Work Quality

Dear [Employee Name],

This letter serves as a formal warning regarding your work performance. It has been observed that your recent output has not met the required standards of your role as [Job Title].

Specifically, the following issues have been identified:

- [Insert specific example of poor quality work]
- [Insert specific example of missed requirements or errors]
- [Insert date of previous verbal discussion, if applicable]

The expected standard for your position is [Insert brief description of expected standard]. Failure to meet these standards impacts the team's productivity and overall quality of service.

We require you to take the following corrective actions immediately:

- [Insert specific improvement step 1]
- [Insert specific improvement step 2]

Your performance will be closely monitored over the next [Number] days. We are committed to supporting your improvement; please let us know if you require further training or clarification on your tasks.

Please be advised that failure to show significant and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Acknowledgment of Receipt:

I acknowledge that I have received this warning and have discussed the contents with my manager.

Employee Signature

Date: _____