

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: First Written Warning for Performance Improvement

Dear [Employee Name],

This letter serves as a formal written warning regarding your job performance. As discussed during our meeting on [Date], your current performance has not met the required standards for your role as [Job Title].

Specifically, the following areas require immediate improvement:

- [Description of performance issue 1]
- [Description of performance issue 2]
- [Description of performance issue 3]

The following objectives must be achieved by [Review Date]:

- [Specific goal/target 1]
- [Specific goal/target 2]

We are committed to helping you succeed. To support your improvement, we will provide [Mention training, mentorship, or resources]. However, please be advised that failure to show significant and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

We will meet again on [Date] to review your progress. If you have any questions regarding these expectations, please contact me immediately.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

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

[Employee Signature]

[Date]