Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: Formal Warning for Unsatisfactory Job Performance

Dear [Employee Name],

This letter serves as a formal warning regarding your job performance. We have previously discussed your performance on [Date of Previous Meeting], but the required improvements have not been met.

Specifically, your performance is unsatisfactory in the following areas:

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

To improve your performance, you are required to meet the following objectives by [Deadline Date]:

1. [Measurable goal 1]
2. [Measurable goal 2]
3. [Measurable goal 3]

We will monitor your progress closely during this period. Failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name and Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____