Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Warning Letter

Dear [Employee Name],

This letter serves as a formal warning regarding your job performance. We have previously discussed concerns regarding your work, but unfortunately, we have not seen the required level of improvement.

Areas of Concern:

- [List specific performance issue 1]
- [List specific performance issue 2]
- [List specific performance issue 3]

Required Improvements:

To remain in your current position, you must meet the following expectations immediately:

- [List specific goal or metric]
- [List specific goal or metric]
- [List specific goal or metric]

Timeline:

Your performance will be closely monitored over the next [Number] days. We will meet on [Date] to review your progress. This period is your opportunity to demonstrate that you can meet the requirements of your role.

Consequences:

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

We are committed to helping you succeed. Please let us know if you require additional training or clarification on these expectations.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the performance improvements required of me.

Signature: _____ Date: _____