

# Coaching and Performance Warning

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal warning regarding your performance and conduct in the workplace. It has been noted that there have been ongoing issues that require immediate attention.

Specifically, we have observed the following areas of concern:

- [Detail specific performance issue #1]
- [Detail specific performance issue #2]
- [Detail specific performance issue #3]

We believe that coaching and support can help you improve your performance. Therefore, we are committed to providing you with the necessary resources, including [mention any coaching, training, or support that will be offered].

Please be aware that continued performance issues may lead to further disciplinary action, up to and including termination of employment. We value your contributions to the team and hope to see improvement in the following [insert timeframe for review].

We encourage you to take this opportunity seriously and reflect on the feedback provided.

Let's schedule a meeting to discuss this matter further. Please reply to this email with your availability.

Sincerely,

[Your Name]

[Your Position]

[Company Name]