

Disciplinary Warning Letter

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 unsatisfactory performance in your role as [Employee's Position]. Despite previous discussions and feedback regarding your performance, there have been continued shortcomings in the following areas:

- [Specific Area of Unsatisfactory Performance 1]
- [Specific Area of Unsatisfactory Performance 2]
- [Specific Area of Unsatisfactory Performance 3]

It is imperative that you take immediate steps to address these issues. We expect to see a marked improvement in your performance by [Insert Improvement Deadline]. Failure to do so may result in further disciplinary action, up to and including termination of employment.

We encourage you to seek support from your supervisor, and we are willing to assist you in developing a plan of action to improve your performance.

Please sign and return a copy of this letter to acknowledge your receipt and understanding of this warning.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Acknowledgment:

I, [Employee's Name], acknowledge the receipt of this disciplinary warning letter.

Signature: _____ Date: _____