

Employee Evaluation Warning Notice

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 recent performance evaluations, which have indicated a significant decline in your work quality. Specifically, the areas of concern include:

- [Specify Concern #1]
- [Specify Concern #2]
- [Specify Concern #3]

We appreciate your contributions to the team; however, we expect you to address these issues immediately. A follow-up evaluation will occur on [Insert Follow-up Date]. Failure to improve may result in further disciplinary actions.

Please acknowledge receipt of this notice by signing below.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

Employee's Signature Date: _____