

Formal Warning Regarding Job Performance

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

From: [Manager Name]

Position: [Manager Position]

Company: [Company Name]

Subject: Formal Warning Regarding Job Performance

Dear [Employee Name],

This letter serves as a formal warning regarding your job performance at [Company Name]. Over the past [specify time period], we have observed several areas of concern that require immediate attention and improvement. These concerns include:

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

We have previously discussed these issues in our meetings on [mention dates of previous discussions], and despite our efforts to provide support and guidance, we have not seen the necessary improvement in your performance.

As per company policy, we are initiating this formal warning. You are expected to take the necessary steps to improve your performance immediately. Please schedule a meeting with me by [insert deadline] to discuss your action plan for improvement.

Failure to show satisfactory improvement may lead to further disciplinary action, up to and including termination of employment.

We hope to see positive changes in your performance soon.

Sincerely,

[Manager Name]
[Manager Position]
[Company Name]