

Performance Appraisal and Warning Notice

Date: **[Insert Date]**

To: **[Employee Name]**

Position: **[Employee Position]**

Department: **[Department Name]**

Performance Appraisal

During the period of **[Review Period]**, your performance has been evaluated as follows:

- Quality of Work: **[Rating]**
- Punctuality: **[Rating]**
- Team Collaboration: **[Rating]**
- Meeting Deadlines: **[Rating]**

Comments: **[Provide constructive feedback]**

Warning Notice

It has come to our attention that there have been several incidents of concern:

- **[Incident 1]**
- **[Incident 2]**
- **[Incident 3]**

This notice serves as a formal warning that if these issues persist, further action may be necessary.

Next Steps

We encourage you to take this feedback constructively. We will schedule a follow-up meeting on **[Insert Date]** to discuss your progress and any support you may need.

Thank you for your attention to these matters.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]