

Performance Improvement Warning

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Supervisor's Name]

Subject: Performance Improvement Warning

Dear [Employee's Name],

This letter serves as a formal warning regarding your current performance and conduct in your role as [Employee's Position]. We have observed the following areas where your performance has not met the expected standards:

- [Performance Issue 1]
- [Performance Issue 2]
- [Performance Issue 3]

It is important to understand that failure to improve in these areas may result in further disciplinary action, up to and including termination of employment.

We are committed to supporting you in making the necessary improvements and will be implementing a Performance Improvement Plan (PIP) that includes:

- Setting clear performance goals
- Providing additional training and resources
- Regular check-ins to monitor progress

Please acknowledge receipt of this letter and your understanding of its contents by signing below.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

Employee Acknowledgment:

[Employee's Name]

Date: _____