

Written Warning for Performance Issues

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Written Warning for Performance Issues

Dear [Employee's Name],

This letter serves as a formal written warning concerning your performance issues that have been observed over the past [time frame]. Despite previous discussions regarding your performance, we have noted the following specific issues:

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

We believe that these issues have affected your work and our team's overall productivity. It is crucial that you take immediate action to improve on these points.

As part of our commitment to assist you, we are willing to provide [describe any support, training, or resources available]. However, failure to improve your performance may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing below and returning a copy to your supervisor.

Sincerely,

[Manager's Name]

[Manager's Title]

Employee Acknowledgment:

I, [Employee's Name], acknowledge receipt of this written warning.

_____ **Signature**

Date: _____