

Employee Dismissal Warning Notification

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/conduct at [Company Name]. Despite previous discussions and warnings, we have observed the following issues:

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

Please be advised that failure to improve your performance/conduct in these areas may result in further disciplinary action, including potential dismissal from your position.

We encourage you to take this warning seriously and to seek assistance if needed. We are committed to supporting your improvement.

Please acknowledge receipt of this warning by signing and returning this letter by [Insert Date].

Regards,

[Your Name]

[Your Position]

[Company Name]