

Employee Termination Warning Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

From: [Manager/Supervisor Name]

Subject: Notice of Termination Warning

Dear [Employee Name],

This letter serves as a formal warning regarding your employment with [Company Name]. It has come to our attention that your performance has not met the expected standards as outlined in your job description. Specifically, [provide details on performance issues or violations].

We have previously discussed these concerns with you on [insert dates of previous discussions] and have offered support to help you improve in these areas. Unfortunately, there has been insufficient progress.

Please consider this letter a formal warning. You are required to address the mentioned concerns immediately. Failure to improve can result in further disciplinary action, up to and including termination of employment.

We encourage you to discuss this matter with your supervisor and make use of any resources available to assist you in improving your performance.

Sincerely,

[Manager/Supervisor Name]

[Manager/Supervisor Position]

[Company Name]

[Company Address]