

Performance-Related Termination Warning

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Position]

Company Name: [Insert Company Name]

Company Address: [Insert Address]

Dear [Employee Name],

We are writing to formally address concerns regarding your performance in your role as [Employee Position] at [Company Name]. Despite previous discussions and support provided, we have observed that your performance has not met the required standards. Specific areas of concern include:

- [Detail performance issue #1]
- [Detail performance issue #2]
- [Detail performance issue #3]

We believe that you have the potential to improve in these areas. As such, we are providing you with this warning as part of our performance management process. We expect to see significant improvement by [Insert Deadline for Improvement].

Please be advised that continued failure to meet performance expectations may result in further action, including possible termination of employment.

We are committed to supporting you during this period. We encourage you to reach out to your supervisor or HR should you need assistance or resources to aid your improvement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]