

Written Warning for Potential Termination

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 written warning regarding your recent performance at [Company Name]. Despite previous discussions and attempts to assist you in improving your work performance, it has come to our attention that [describe the issue, e.g., "you have repeatedly failed to meet the agreed-upon deadlines"].

Details of the concerns include:

- [First specific incident or behavior]
- [Second specific incident or behavior]
- [Third specific incident or behavior]

As part of our commitment to fostering a productive work environment, it is crucial that you take immediate action to rectify these issues. We expect to see improvement by [insert date or timeframe].

Please be advised that failure to achieve satisfactory improvement may lead to further disciplinary action, up to and including termination of employment. We strongly encourage you to utilize available resources, including [mention any support, training or counseling offered].

We appreciate your attention to this serious matter. Please acknowledge receipt of this warning by signing below.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____ Date: _____