

# Warning Meeting Appointment Notification

Dear [Employee's Name],

We are writing to formally notify you of a warning meeting scheduled to discuss some concerns regarding your recent performance.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

This meeting is an opportunity for you to address these concerns and for us to support you in your role. Please ensure to attend and come prepared to discuss the matters at hand.

If you have any questions or if you are unable to attend at the scheduled time, please contact [Supervisor's Name] at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]