

Employee Performance Warning

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Performance Warning

Dear [Employee's Name],

This letter serves as a formal warning regarding your performance over the past [time frame]. As discussed in our previous meetings, there have been several concerns regarding your job performance, including:

- Failure to meet project deadlines
- Lack of communication with team members
- Low quality of work produced

It is important to note that these issues have a significant impact on the team's overall performance and morale. We expect immediate improvement in these areas.

Please consider this warning as a serious notice. You are required to meet with me on [insert date & time] to discuss your performance and develop a plan for improvement.

Thank you for your attention to this matter.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]