

Performance Improvement Warning

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Improvement Warning

Dear [Employee's Name],

This letter serves as a formal warning regarding your performance in your current role as [Employee's Job Title]. It has come to our attention that there are significant areas requiring improvement, specifically:

- [Specify Performance Issue #1]
- [Specify Performance Issue #2]
- [Specify Performance Issue #3]

We value your contributions to the team; however, consistent performance is crucial to the success of our organization. As discussed in our previous meetings, we have set the following expectations for your improvement:

- [Specify Expectation #1]
- [Specify Expectation #2]
- [Specify Expectation #3]

You are required to attend a performance improvement plan meeting on [Insert Date] to discuss the steps moving forward. Failure to demonstrate noticeable improvement may result in further disciplinary action, including potential termination of employment.

We believe that with the appropriate support and your commitment, you can overcome these challenges.

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]