

Termination Warning Notice

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 warning regarding your employment with [Company Name]. After careful consideration and review of your performance, we regret to inform you that issues have been identified that may lead to the termination of your employment.

Specifically, the following concerns have been noted:

- [Concern 1]
- [Concern 2]
- [Concern 3]

We urge you to take immediate corrective action by [Specify Timeline for Improvement]. Failure to demonstrate improvement may result in further disciplinary action, up to and including termination.

If you would like to discuss this matter further, please schedule a meeting with your supervisor or the HR department.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]