

Employment Discontinuation Warning

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as a formal warning regarding your employment with [Company Name]. Despite previous discussions about your performance and conduct, we have not seen the necessary improvements.

Your current performance has not met the standards expected in your role. As outlined in our previous meetings, the areas of concern include:

- [Specific Issue 1]
- [Specific Issue 2]
- [Specific Issue 3]

We encourage you to address these issues immediately. Failure to demonstrate substantial improvement by [Insert Deadline Date] may result in further disciplinary action, up to and including termination of employment.

Please consider this notice seriously and use it as an opportunity to make necessary changes. You can reach out to [Supervisor/HR Contact] for any support you may need.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]