

Job Status Warning Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Job Status Warning

Dear [Employee's Name],

We are writing to formally address concerns regarding your performance and job status. We have noted a number of issues that require immediate attention:

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

It is crucial that you address these issues to maintain your position within the company. We encourage you to take this opportunity to improve and demonstrate your commitment to your role.

Please schedule a meeting with us by [insert date] to discuss this matter further and outline a plan for improvement.

Thank you for your attention to this serious matter.

Sincerely,

[Manager's Name]

[Company Name]

[Manager's Position]

[Contact Information]