

# Warning Letter for Job Termination

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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

Specifically, the following issues have been noted:

- [Detail specific issue #1]
- [Detail specific issue #2]
- [Detail specific issue #3]

We must inform you that continued failure to meet the company's standards may result in termination of your employment. You are required to address these issues and demonstrate significant improvement within [timeframe].

Please treat this matter with the urgency it deserves.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]