**WARNING NOTICE**

[DATE]

To: [EMPLOYEE'S NAME]

Dear [EMPLOYEE'S NAME]:

On \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_, we met to discuss your unsatisfactory performance.  Specifically, we identified the following as being unsatisfactory:

In order to improve your performance, you should:

I will assist you in any way I can to remedy the problem; however, unless these matters can be corrected, I shall have no alternative but to undertake further disciplinary or corrective action, which may include suspension.

Sincerely,  
[NAME OF COMPANY]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
[SUPERVISOR NAME]  
[TITLE]

I hereby acknowledge receipt of this warning:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
[EMPLOYEE'S NAME]

cc: Personal File