Warning Letter for Poor Performance

\_(Name)\_\_\_\_\_\_\_\_

\_\_\_\_(Address)\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Letter of Warning**

**(Poor Performance)**

Dear ..........................

Warning Letter

I refer to the report submitted by your superior [name], about the disciplinary inquiry conducted on ...........…......................

We have found your explanation for [detailed description of the disciplinary lapse] unacceptable.

You are hereby warned that should there be a recurrence, more drastic disciplinary action shall be taken against you.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your Name]

Designation:

Date:

I, [Employee’s Name], [I/C Number] hereby acknowledge receipt of this letter.

[Signature].............................