**Warning Letter: Performance Issues**

Date: <The date when the letter was generated>

Name: <Full Name of employee>  
Address: <Address of office location>

**Re: Warning for Poor Work Performance**

Dear <First name of the Employee>,

This letter serves a written warning to you for not meeting your objectives as outlined in your <Appointment Letter / Job Description / Prior performance appraisal / Goals as agreed between you and your supervisor>.

This letter confirms our discussion held on <date> regarding your below-par performance.

As intimated by <the management / your supervisor>, we are putting you on a Corrective Action Plan commencing from < mention date>. This plan is being introduced to bring your performance up to an acceptable standard, considering your capabilities and requirements of your job role.

Each member in our company is expected to contribute to the best of their abilities and meet the objectives laid out in their job role. Hence, we would like you to immediately improve your performance and meet expectations of your supervisor and company management.

We believe that you have the potential to be a meaningful contributor and would like you to work with commitment and resolve.

If you need of my assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgement of the discussion and document specific outcomes in the notes section below.

Sincerely,

|  |  |
| --- | --- |
| <Your Name> | <Employee Name> |
| <Title> | <Employee Title and Department> |
| <Date> | <Date> |
| <Signature> | <Employee Signature> |
| <Any notes and follow up action> | |